Utah Public Notice Website

A Comprehensive Website Manual

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Statutory Requirements

HB 222 Sub 4 (2007), SB 38 Sub 6 (2008), SB 32 Sub 2 (2008)

HB 222 Sub 4 (2007) modified the Open and Public Meetings Act (UCA 52-4-202) to amend provisions related to the electronic notice of public meetings and established the Utah Public Notice Website.

HB 222 Sub 4 (2007) provided for the following[1]:

- modifies notice requirements in the Interlocal Cooperation Act to ensure compliance with provision of the Open and Public Meetings Act;
- requires a public body to provide public notices of its meetings on the Utah Public Notice Website beginning April 1, 2008;
- provides exceptions for posting notices on the Utah Public Notice Website by a municipality or a district that has a budget of less than $1 million;
- prohibits a court from voiding a final action of a public body due to a technology failure affecting posting public notices on the Internet under certain circumstances;
- provides that responsibility for the content of notices posted and the timing of the notices posted is the responsibility of the public body posting the notice.

SB 38 Sub 6 (2008) modified the Open and Public Meetings Act (UCA 52-4-202) to amend certain notice requirements of the Act.

SB 28 Sub 6 (2008) provided for the following[2]:

- extends the date that notices for open and public meetings must be placed on the Utah Public Notice Website from April 1, 2008 to October 1, 2008;
- prohibits a court from voiding a final action taken by a public body for failure to comply with the posting written notice requirements on the Utah Public Notice Website if the posting is made for a meeting that is held prior to April 1, 2009.

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[1] For further details, please see HB 222 Sub 4 (2007). Enrolled copy of the bill is available via the Utah Legislature's website at: http://le.utah.gov/~2007/bills/hbillenr/hb0222.pdf

[2] For further details, please see SB 38 Sub 6 (2008). Enrolled copy of the bill is available via the Utah Legislature's website at: http://le.utah.gov/~2008/bills/sbillenr/sb0038.pdf

SB 32 Sub 2 (2008) modified the Local Government Bonding Act (UCA 11-14) to enact public hearings for the issuance of bonds.

SB 32 Sub 2 (2008) provided for the following[3]:

- addresses a requirement that a local political subdivision conduct a public hearing to issue bonds
- requires that notices for public hearings for the issuance of bonds be posted on the Utah Public Notice Website

Additional Statutory Information

UCA 52-4-202(1) – A public body must give no less than 24 hours public notice for each meeting.

UCA 52-4-202(3)(a)(ii) – Requires that public bodies provide notice to at least one newspaper of general circulation within the geographic jurisdiction of the public body, or a local media correspondent. This requirement can be fulfilled by using the Utah Public Notice Website's newspaper subscription feature.

UCA 52-4-202(3)(b) – Exempts municipalities and districts with an annual budget of less than $1 million from posting public meeting notices to the Utah Public Notice Website, however they are strongly encouraged to do so.

UCA 11-14-318(2)(iii) – Requires local government public hearings for the issuance of bonds be posted on the Utah Public Notice Website no less than 14 days before the public hearing.

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[3] For further details, please see SB 38 Sub 6 (2008). Enrolled copy of the bill is available via the Utah Legislature's website at: http://le.utah.gov/~2008/bills/sbillenr/sb0032.pdf

Benefits to using the Utah Public Notice Website

The Utah Public Notice Website provides greater accessibility to public meeting and public bond hearing information statewide and therefore encourages greater public participation. Because this information can be found in a central location, public citizens no longer have to scour the web to find out what they are looking for.

The UPNW helps to standardize the format for publishing public meeting and public bond hearing information by providing the posters with an easy to fill in form that requires them to fill in UCA requirements and providing them with the ability to fill in supplemental information.

The UNPW also provides the public and media the ability to subscribe to public bodies for which they are interested. This electronic subscription (either via RSS feed or email) is free of charge and it allows interested parties to automatically receive any new public meeting or public bond hearing notices posted by the public body, as well as receive any notice updates.

If the public body chooses, they can also post their past public meeting minutes on the UPNW for the public and media to view.

The UNPW is accessible through a link from Utah.gov as well as through a short, simplified website address: http://pmn.utah.gov. For individuals with disabilities, the website is fully accessible. There are help functions available to both the public users and administrative users.

Once notices are posted on the UPNW, users can search current, past, and future notices. All notices are archived permanently on the website and will be accessible.

Administrative Roles of the Utah State Archives

The Utah State Archives is responsible for assisting and training public bodies on the use of the UPNW. The administrator for the website is Tiffany O'Sheal. Her contact information is as follows:

Email: tosheal@utah.gov
Phone: 801-531-3847
Fax: 801-531-3867
Mail: 346 S. Rio Grande St., Salt Lake City, UT 84101

The Utah State Archives is tasked with managing access permissions and hierarchy structures, maintaining website content and information, providing needed content updates and frequently asked questions, developing and maintaining authority lists and authorizing additions, and appraising, archiving, and providing permanent access to posted notices.

Utah Public Notice Website Terminology & Responsibilities

Entity

An *entity* is the state, its agencies, and political subdivisions.

Owner

An *owner* is the individual within the entity who is responsible for controlling all of the entity's information for the UPNW.

The owner is responsible for the following:
- controlling all of the entity's information on the UPNW for which they are associated;
- oversee approval rights to all posters associated with public bodies in their entity;
- owners have all rights of a user and a poster;
- self-register for the website (access will be approved by the Administrator);
- add an additional owner to the entity if needed (prolonged absence, etc.), please limit this to no more than 1 additional owner;
- add, edit, expire public bodies associated with entity;
- determine which newspapers will be notified of new public meetings or public bond hearings for each public body;
- add, search, edit, remove, and give rights to posters of public bodies within the entity;
- post notices for any public body for which it controls (can delegate this to the posters or do in the event of a poster's absence);
- approve, edit, or reject notices from posters without approval rights.

Public Body

A *public body* is an individual board, commission, or committee within the entity that holds public meetings. Please see UCA 52-4-103(7) for the definition of a public body. Check with your legal counsel to verify what your public bodies are if you are unsure. Please note that the Administrator cannot give you the final word on whether or not your boards or commissions are public bodies as the Administrator is not legal counsel.

Poster

A poster is a representative from the public body who will post public meeting notices and public bond hearing notices on behalf of their represented public body. There may be multiple posters for a public body. The poster may often be an executive secretary, clerk, or board member.

The poster is responsible for the following:

- posters have all rights of a user;
- self-register for the website (access will be approved by the Administrator or the owner);
- search, create, edit, and remove draft notices for associated public body;
- many posters will have approval rights (given by the owner) and will be able to publish their notices to the UPNW without the owner's permission.

User

A user is a citizen, state employee, city, county, special district, school district, or media who will be using the UPNW to find posted and archives public meeting and public bond hearing notices.

Accessing the Utah Public Notice Website

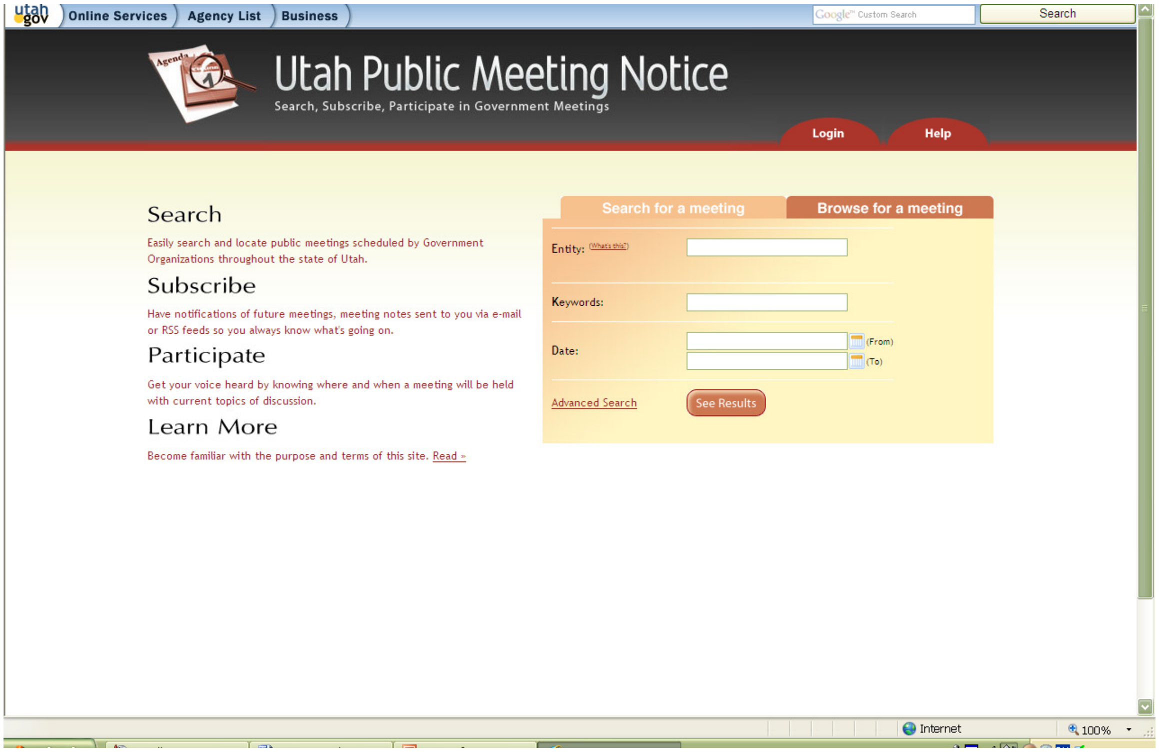
The UNPW URL is http://pmn.utah.gov. Please note that if you type in "www" before the pmn, you will be directed to the Utah.gov homepage and not the UNPW.

It is recommended that you bookmark the website at this time. You may realize that the website address now appears different from the http://pmn.utah.gov. This is because the shorter URL is much easier to remember than the longer URL. The shorter URL will redirect you to the longer URL, so don't be alarmed when you see a different web address in your browser.

Finding a Notice on the Public Interface

Searching for a Public Meeting Notice or Public Bond Hearing Notice – Simple Search & Advanced Search

1. Type http://pmn.utah.gov into your web browser.
2. There are a variety of search functions you can perform. The first is a simple search and appears on the homepage when you first arrive.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Login
Help
Search for a meeting
Browse for a meeting
Entity: (What's this?)
Keywords:
Date:
(From)
(To)
Advanced Search
See Results
Internet
100%

Search

Easily search and locate public meetings scheduled by Government Organizations throughout the state of Utah.

Subscribe

Have notifications of future meetings, meeting notes sent to you via e-mail or RSS feeds so you always know what's going on.

Participate

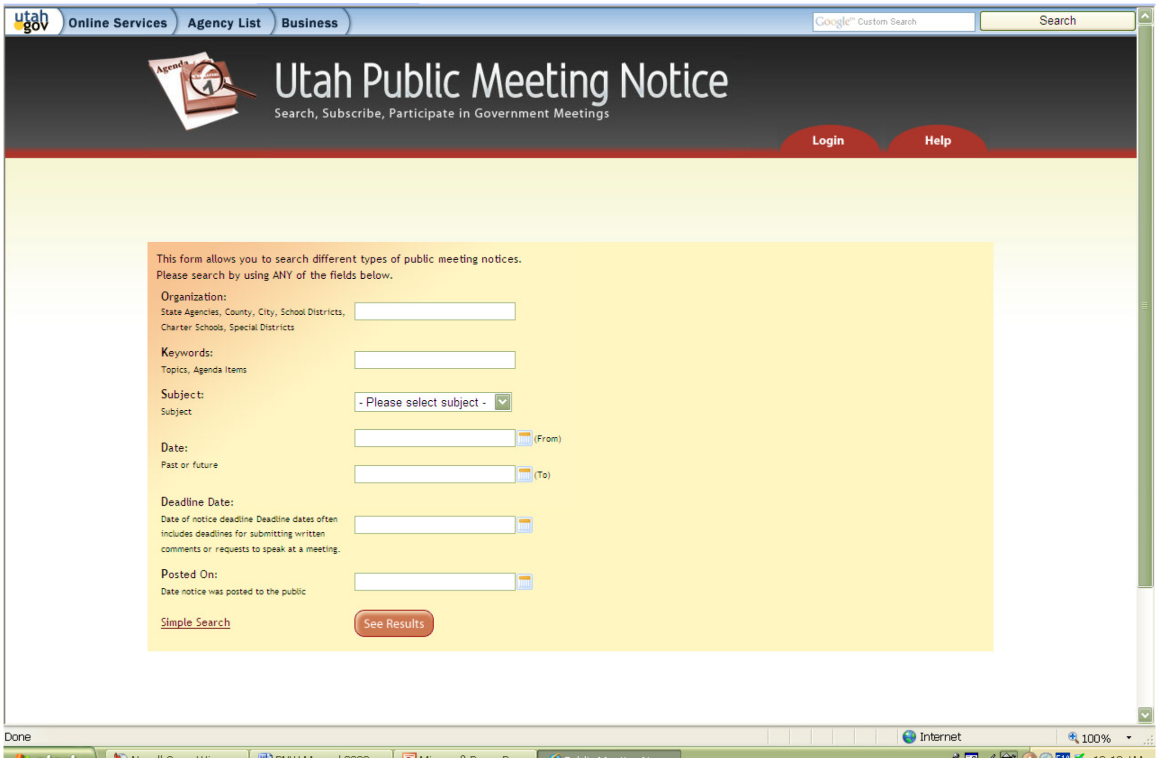
Get your voice heard by knowing where and when a meeting will be held with current topics of discussion.

Learn More

Become familiar with the purpose and terms of this site. Read »

3. In the **simple search**, you are given three options to search by (three ways to narrow your search): Entity, Keyword, and Date.
    a. To enter an entity name, simply start typing in the entity and the system will generate for you a list of corresponding entity names. Then simply pick one from the list.
    b. The keyword function will search the meeting title and agenda of notices for the corresponding keyword.
    c. To select a date or date range, simply click on the calendar and select the dates you want to search for.
4. After you are finished filling in the search fields, simply hit the "See Results" button to generate a list of notices based on your search parameters.

5. To perform an **advanced search**, click on the link that says "Advanced Search".
6. Your screen will now look like this:


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Login
Help
- Please select subject -
(From)
(To)
Simple Search
See Results
Done
Internet
100%

This form allows you to search different types of public meeting notices.
Please search by using ANY of the fields below.

Organization:
State Agencies, County, City, School Districts, Charter Schools, Special Districts

Keywords:
Topics, Agenda Items

Subject:
Subject

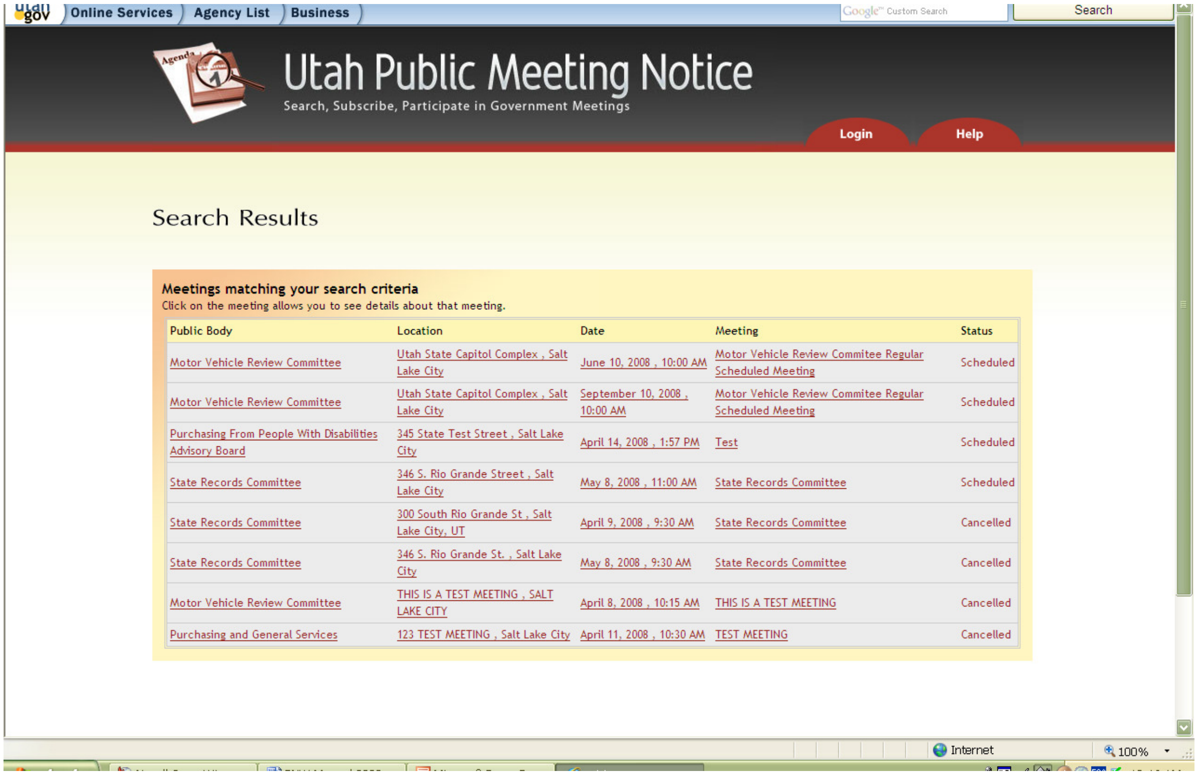
Date:
Past or future

Deadline Date:
Date of notice deadline Deadline dates often includes deadlines for submitting written comments or requests to speak at a meeting.

Posted On:
Date notice was posted to the public

7. The advanced search gives you six ways to search for notices: Entity, Keyword, Subject, Date, Deadline Date, and Posted On Date.
    a. To enter an entity name, simply start typing in the entity and the system will generate for you a list of corresponding entity names. Then simply pick one from the list.
    b. The keyword function will search the meeting title and agenda of notices for the corresponding keyword.
    c. To select a date or date range, simply click on the calendar and select the dates you want to search for.
    d. To select a deadline date, simply click on the calendar and select the date you want to search for. Deadline dates are often associated with a deadline to submit a written comment for a public meeting or to request to speak at a public meeting.
    e. To select a posted on date, simply click on the calendar and select the date you want to search for. The posted on date is the date that the notice was posted on the website.

8. After you are finished filling in the search fields, simply hit the "See Results" button to generate a list of notices based on your search parameters.
9. After you hit the "See Results" button for either a simple search or an advanced search, you will get a list of your **search results** that will look similar to this:



Search Results

Meetings matching your search criteria

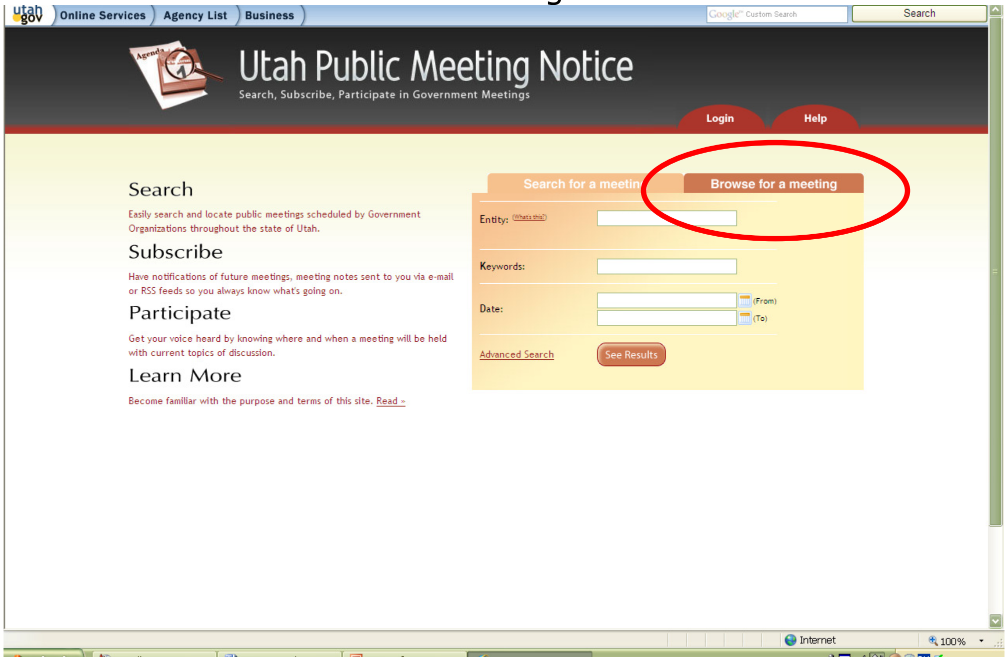
Click on the meeting allows you to see details about that meeting.

Public Body	Location	Date	Meeting	Status
Motor Vehicle Review Committee	Utah State Capitol Complex , Salt Lake City	June 10, 2008 , 10:00 AM	Motor Vehicle Review Commitee Regular Scheduled Meeting	Scheduled
Motor Vehicle Review Committee	Utah State Capitol Complex , Salt Lake City	September 10, 2008 , 10:00 AM	Motor Vehicle Review Commitee Regular Scheduled Meeting	Scheduled
Purchasing From People With Disabilities Advisory Board	345 State Test Street , Salt Lake City	April 14, 2008 , 1:57 PM	Test	Scheduled
State Records Committee	346 S. Rio Grande Street , Salt Lake City	May 8, 2008 , 11:00 AM	State Records Committee	Scheduled
State Records Committee	300 South Rio Grande St , Salt Lake City, UT	April 9, 2008 , 9:30 AM	State Records Committee	Cancelled
State Records Committee	346 S. Rio Grande St. , Salt Lake City	May 8, 2008 , 9:30 AM	State Records Committee	Cancelled
Motor Vehicle Review Committee	THIS IS A TEST MEETING , SALT LAKE CITY	April 8, 2008 , 10:15 AM	THIS IS A TEST MEETING	Cancelled
Purchasing and General Services	123 TEST MEETING , Salt Lake City	April 11, 2008 , 10:30 AM	TEST MEETING	Cancelled

10. Search results will list the public body name, meeting or hearing location, date of the meeting or hearing, the meeting or hearing title, and the status of the meeting (scheduled or cancelled).
11. To view a public meeting notice or a public bond hearing notice, simply click on the notice that you are interested in.

Browsing for a Meeting

1. Type http://pmn.utah.gov into your web browser.
2. Click on the "Browse for a meeting" tab.


utah gov
Online Services
Agency List
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Browse for a meeting
Entity: (What's this?)
Keywords:
Date:
(From)
(To)
Advanced Search
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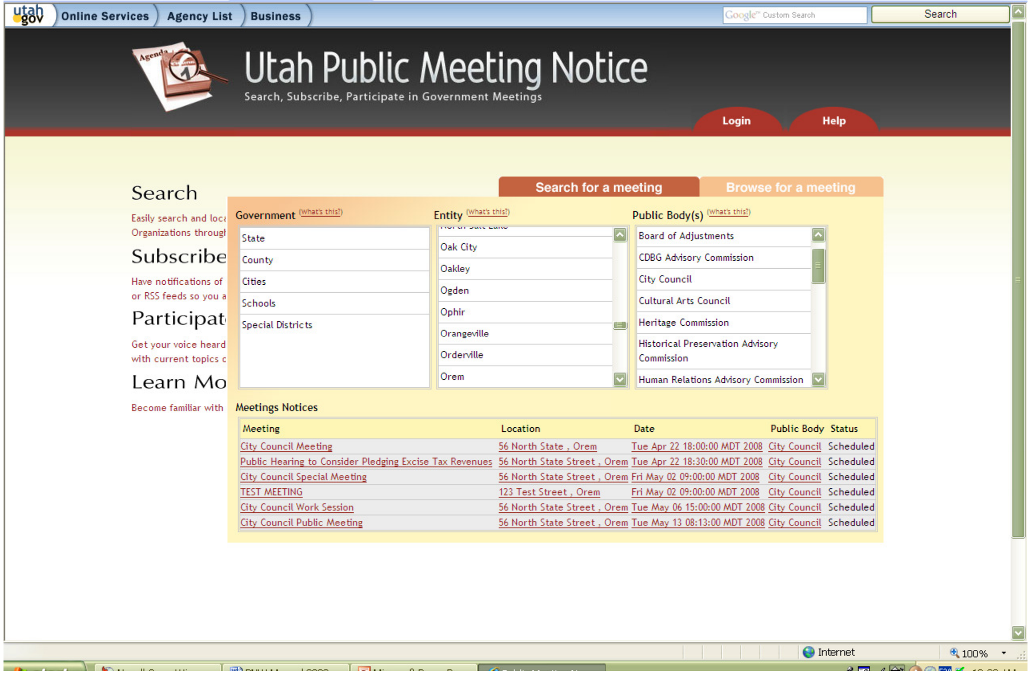
Participate

Get your voice heard by knowing where and when a meeting will be held with current topics of discussion.

Learn More

Become familiar with the purpose and terms of this site. Read »

3. From left to right, make selections. First, select what type of government you are interested in, then the entity name, and then the public body name. After selecting the public body name, you will get a list of all notices that the public body has published on the website.


utah gov
Online Services
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Search
Agenda
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Login
Help
Search
Subscribe
Participat
Learn Mo
Search for a meeting
Browse for a meeting
Government (What's this?)
State
County
Cities
Schools
Special Districts
Entity (What's this?)
Oak City
Oakley
Ogden
Ophir
Orangeville
Orderville
Orem
Public Body(s) (What's this?)
Board of Adjustments
CDBG Advisory Commission
City Council
Cultural Arts Council
Heritage Commission
Historical Preservation Advisory Commission
Human Relations Advisory Commission
Internet
100%

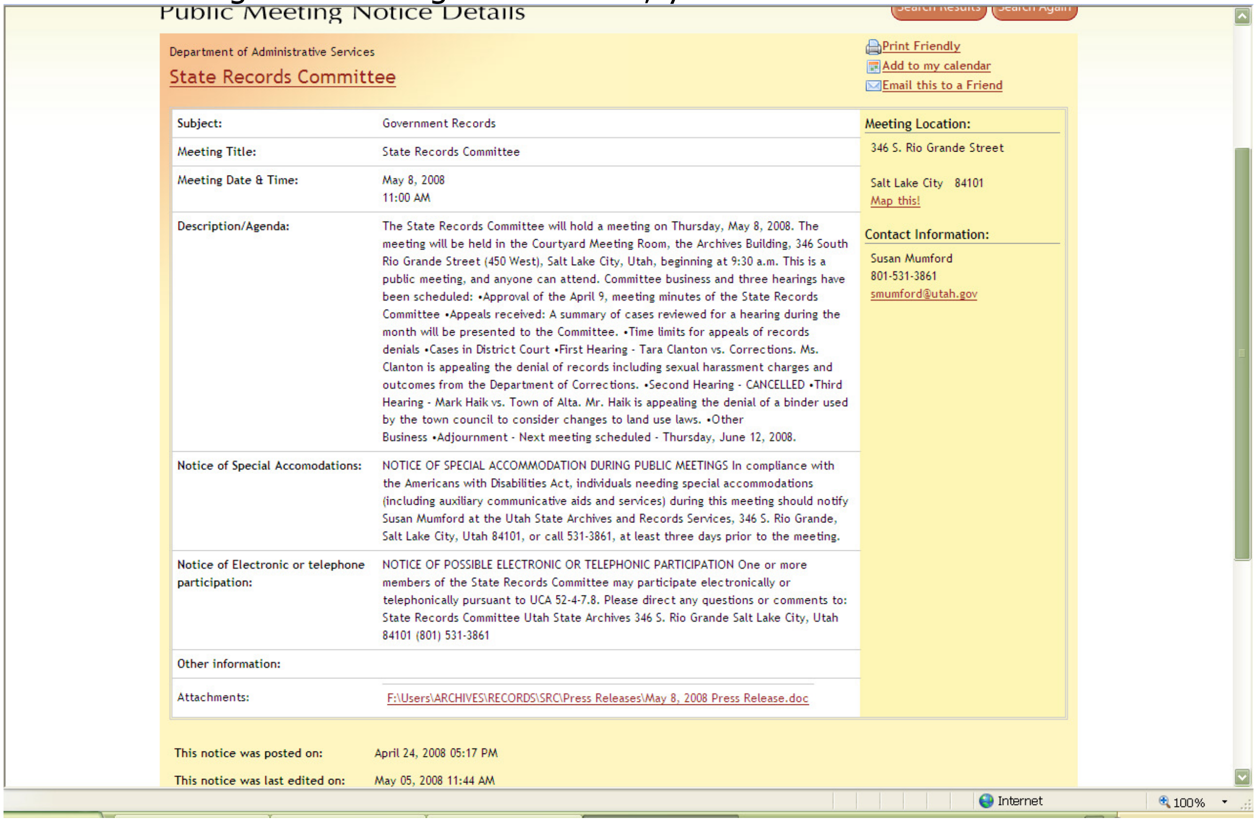
Meetings Notices

Meeting	Location	Date	Public Body	Status
City Council Meeting	56 North State , Orem	Tue Apr 22 18:00:00 MDT 2008	City Council	Scheduled
Public Hearing to Consider Pledging Excise Tax Revenues	56 North State Street , Orem	Tue Apr 22 18:30:00 MDT 2008	City Council	Scheduled
City Council Special Meeting	56 North State Street , Orem	Fri May 02 09:00:00 MDT 2008	City Council	Scheduled
TEST MEETING	123 Test Street , Orem	Fri May 02 09:00:00 MDT 2008	City Council	Scheduled
City Council Work Session	56 North State Street , Orem	Tue May 06 15:00:00 MDT 2008	City Council	Scheduled
City Council Public Meeting	56 North State Street , Orem	Tue May 13 08:13:00 MDT 2008	City Council	Scheduled

4. The list will give you the public meeting or public bond hearing title, the meeting or hearing location, the date of the meeting or hearing, the public body name, and the status of the meeting (scheduled or cancelled).
5. To view a public meeting notice or a public bond hearing notice, simply click on the notice that you are interested in.

Notice Details – Public Interface

After searching or browsing for a notice, you can view the details.



Department of Administrative Services

State Records Committee

Subject:	Government Records
Meeting Title:	State Records Committee
Meeting Date & Time:	May 8, 2008 11:00 AM
Description/Agenda:	The State Records Committee will hold a meeting on Thursday, May 8, 2008. The meeting will be held in the Courtyard Meeting Room, the Archives Building, 346 South Rio Grande Street (450 West), Salt Lake City, Utah, beginning at 9:30 a.m. This is a public meeting, and anyone can attend. Committee business and three hearings have been scheduled: •Approval of the April 9, meeting minutes of the State Records Committee •Appeals received: A summary of cases reviewed for a hearing during the month will be presented to the Committee. •Time limits for appeals of records denials •Cases in District Court •First Hearing - Tara Clanton vs. Corrections. Ms. Clanton is appealing the denial of records including sexual harassment charges and outcomes from the Department of Corrections. •Second Hearing - CANCELLED •Third Hearing - Mark Haik vs. Town of Alta. Mr. Haik is appealing the denial of a binder used by the town council to consider changes to land use laws. •Other Business •Adjournment - Next meeting scheduled - Thursday, June 12, 2008.
Notice of Special Accomodations:	NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Susan Mumford at the Utah State Archives and Records Services, 346 S. Rio Grande, Salt Lake City, Utah 84101, or call 531-3861, at least three days prior to the meeting.
Notice of Electronic or telephone participation:	NOTICE OF POSSIBLE ELECTRONIC OR TELEPHONIC PARTICIPATION One or more members of the State Records Committee may participate electronically or telephonically pursuant to UCA 52-4-7.8. Please direct any questions or comments to: State Records Committee Utah State Archives 346 S. Rio Grande Salt Lake City, Utah 84101 (801) 531-3861
Other information:	
Attachments:	F:\Users\ARCHIVES\RECORDS\SRC\Press Releases\May 8, 2008 Press Release.doc

Meeting Location:

346 S. Rio Grande Street

Salt Lake City 84101

Contact Information:

Susan Mumford
801-531-3861
smumford@utah.gov

This notice was posted on: April 24, 2008 05:17 PM

This notice was last edited on: May 05, 2008 11:44 AM

Notice details include the following:

- Entity name
- Public body name
- Meeting subject
- Meeting title
- Meeting date and time
- Agenda
- Notice of special accommodation
- Notice of electronic or telephone participation
- Other information
- Attachments
- Meeting location with mapping function
- Public body contact information
- Date & time the notice was posted on the UPNW
- Date & time the last edit was made on the notice

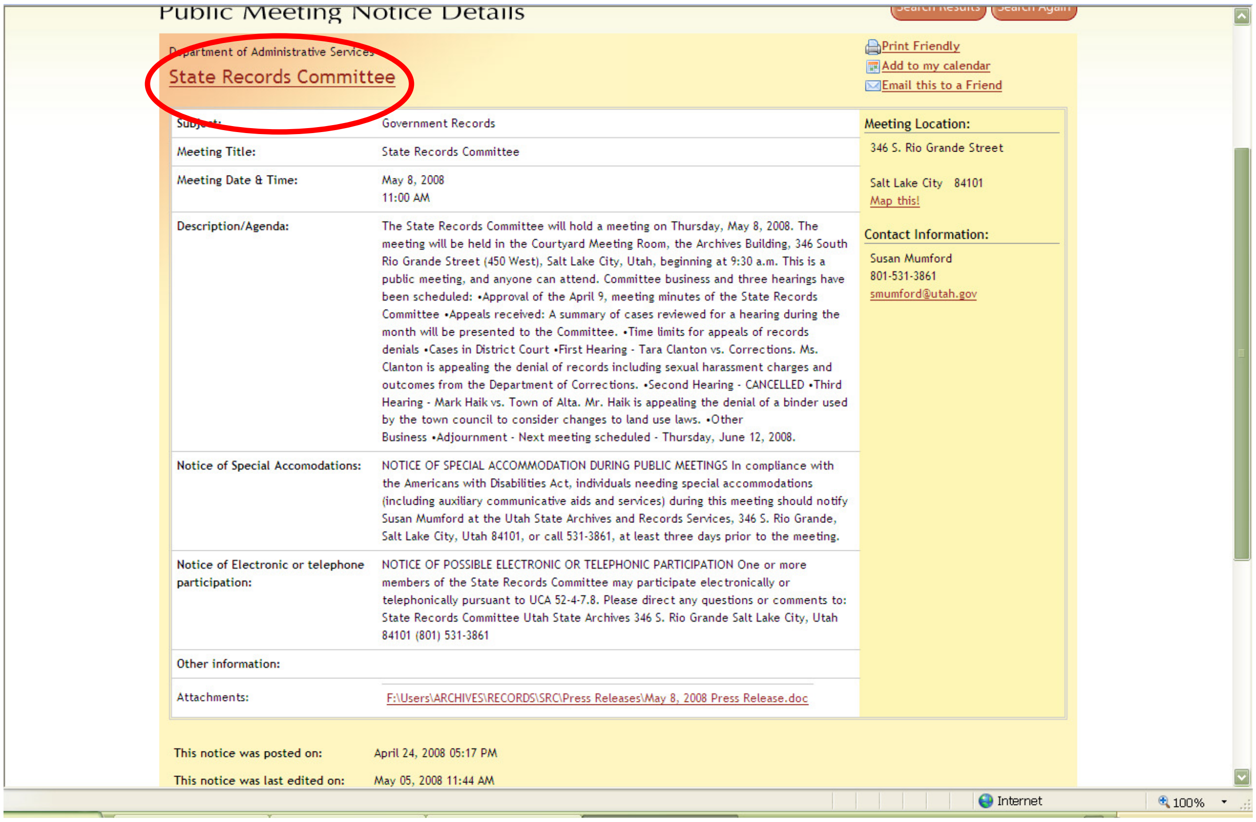
From the Public Notice Details page, you can also do the following:

- Print a “Print Friendly” copy of the notice

- Add the meeting to your electronic calendar
- Email a copy of the notice to a friend
- Access the Public Body Details

Public Body Details & Subscription Options – Public Interface

To access the public body details, click on the public body name:



Public Meeting Notice Details

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Other information:	
Attachments:	F:\Users\ARCHIVES\RECORDS\SRC\Press Releases\May 8, 2008 Press Release.doc

Meeting Location:

346 S. Rio Grande Street

Salt Lake City 84101
Map this!

Contact Information:

Susan Mumford
801-531-3861
smumford@utah.gov

This notice was posted on:	April 24, 2008 05:17 PM
This notice was last edited on:	May 05, 2008 11:44 AM

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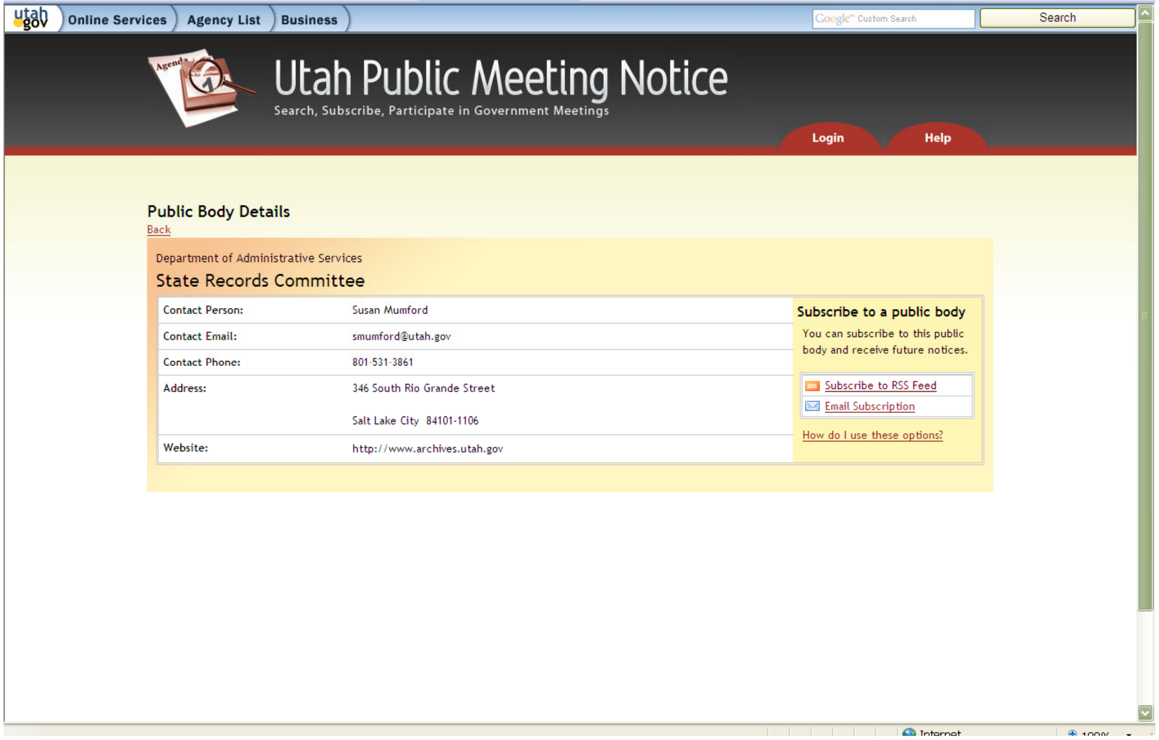

utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Login
Help
Back
Subscribe to RSS Feed
Email Subscription
How do I use these options?
Internet
100%

Public Body Details

Department of Administrative Services

State Records Committee

Contact Person:	Susan Mumford
Contact Email:	smumford@utah.gov
Contact Phone:	801-531-3861
Address:	346 South Rio Grande Street Salt Lake City 84101-1106
Website:	http://www.archives.utah.gov

Subscribe to a public body

You can subscribe to this public body and receive future notices.

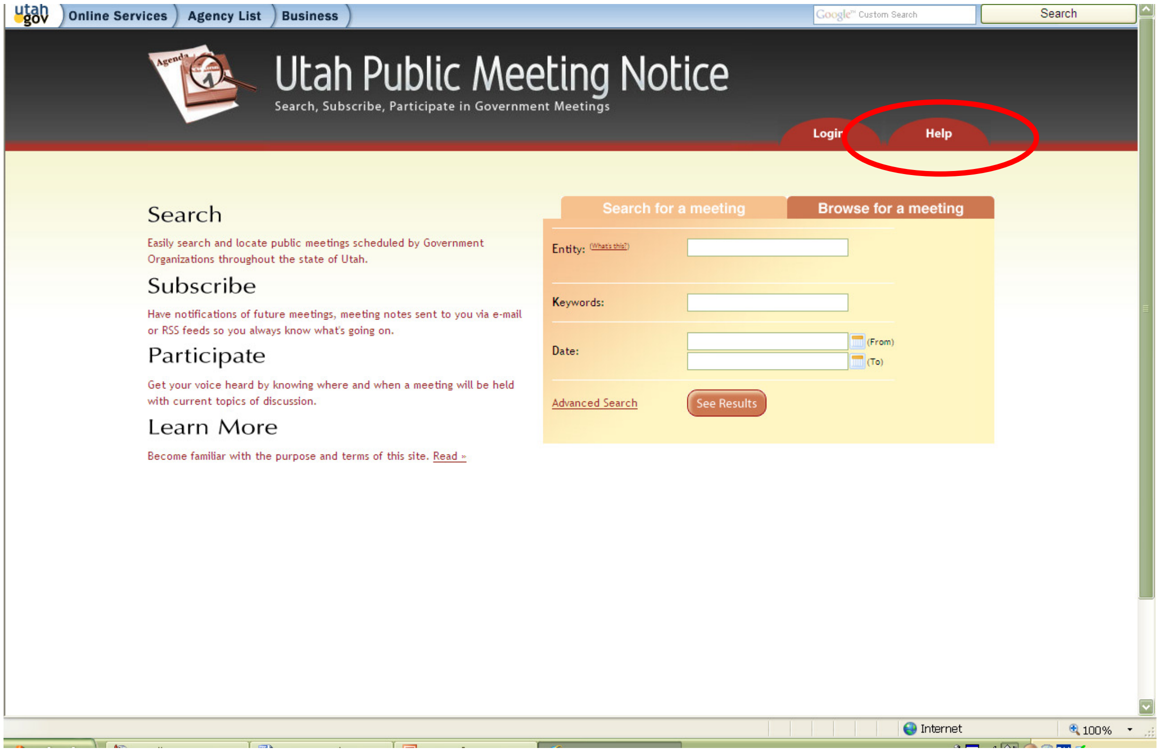
Public Body details list the following:

- Contact name
- Contact email
- Contact phone number
- Address
- Website URL
- Subscription options

To subscribe to a public body, select the type of subscription you want (RSS Feed or Email). By subscribing to a public body, you will be notified of any new notices as well as any updates to current notices published on the website for that public body.

Help – Public Interface

To view the help options, click on the "Help" tab in the upper, right-hand corner of the website. The help section lists several frequently asked questions and will be updated from time to time. The contact information for the Administrator is also listed.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Entity: (What's this?)
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(From)
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Advanced Search
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Get your voice heard by knowing where and when a meeting will be held with current topics of discussion.

Learn More

Become familiar with the purpose and terms of this site. Read »

Administrative Interface Login

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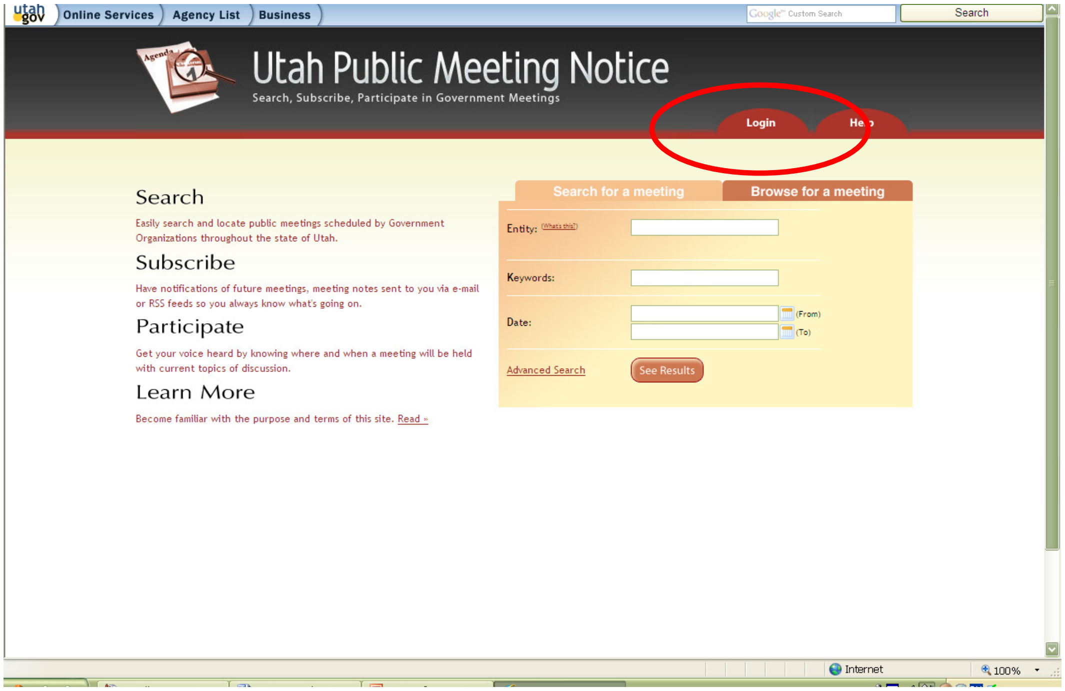
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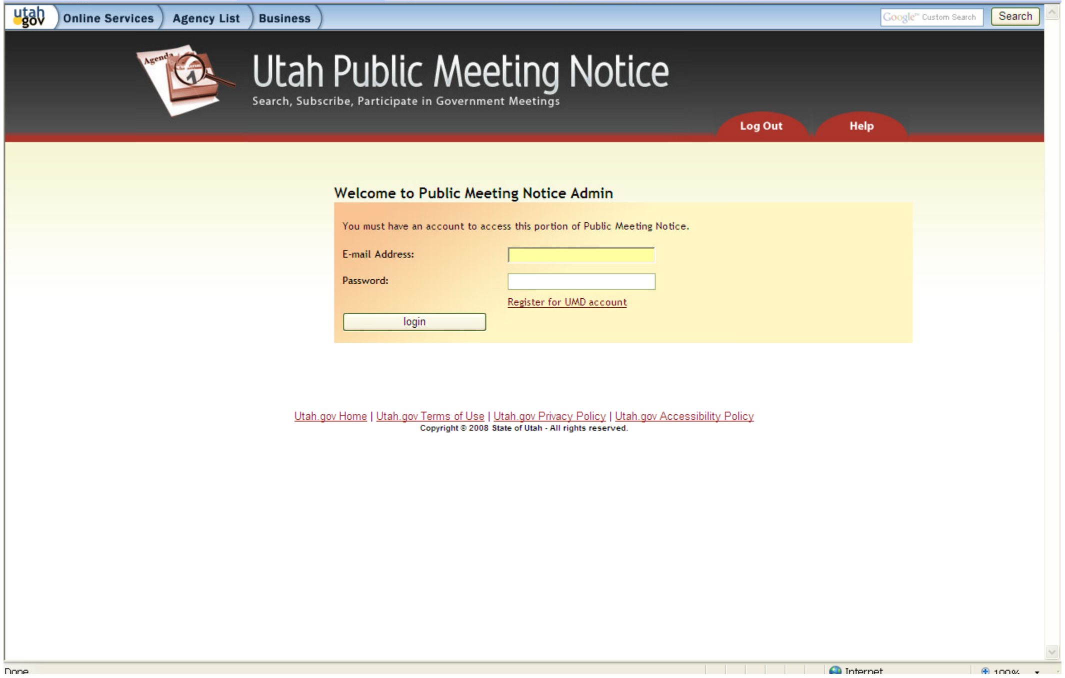
Get your voice heard by knowing where and when a meeting will be held with current topics of discussion.

Learn More

Become familiar with the purpose and terms of this site. Read »

If you have a UMD account already set up, then you can enter your email address and password in here. If you are a State employee with an @utah.gov email address, you can enter in your LAN password.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
E-mail Address:
Password:
Register for UMD account
login
Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy
Done
Internet
100%

Welcome to Public Meeting Notice Admin

You must have an account to access this portion of Public Meeting Notice.

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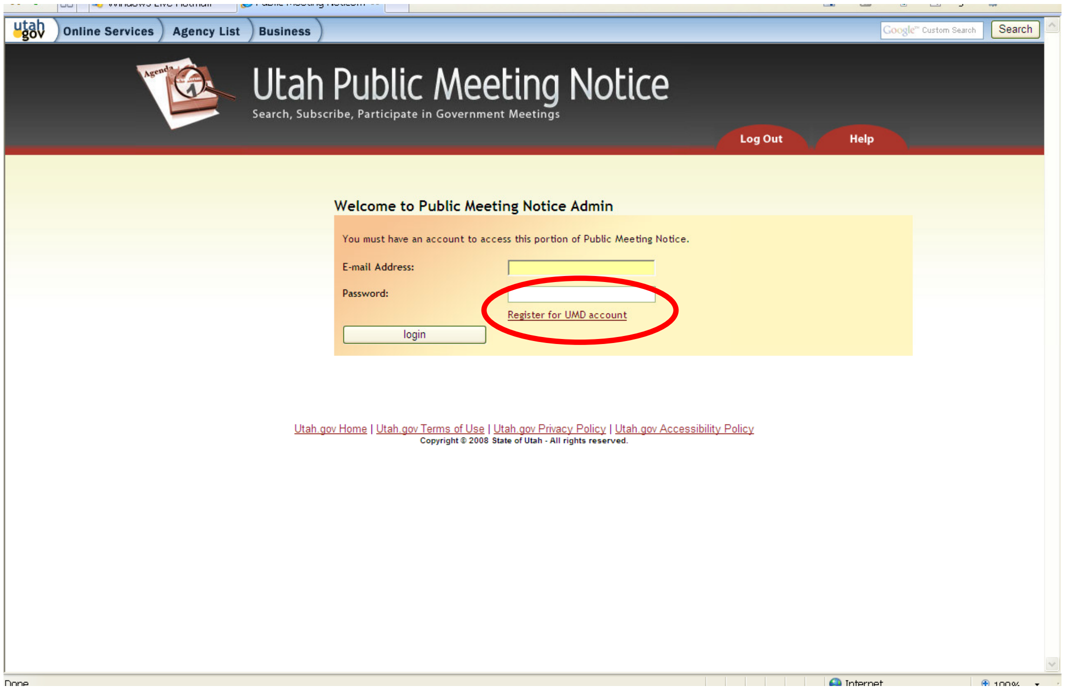
First-Time Users

If you are a first-time administrative user (owner or poster) on the website, you will need to create an account before you can login.

1. To create your UMD account (Utah Master Directory), click on the "Register for UMD account" link. ALL OWNERS AND POSTER MUST HAVE A UMD LOGIN ACCOUNT TO CONTINUE.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
E-mail Address:
Password:
Register for UMD account
login
Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy

Welcome to Public Meeting Notice Admin

You must have an account to access this portion of Public Meeting Notice.

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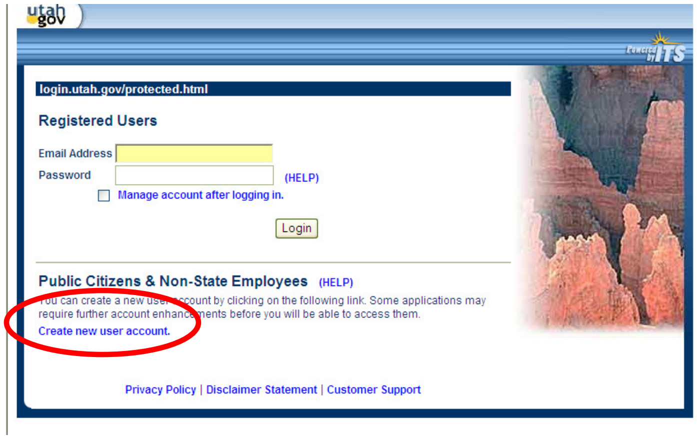
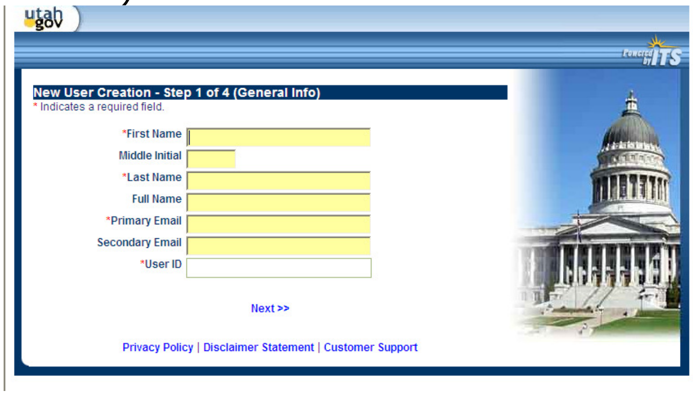
2. Click on the "Create new user account" link.


utah gov
Powered by ITS
login.utah.gov/protected.html
Registered Users
Email Address
Password
(HELP)
☐ Manage account after logging in.
Login
Public Citizens & Non-State Employees
(HELP)
Create new user account.
Privacy Policy | Disclaimer Statement | Customer Support

You can create a new user account by clicking on the following link. Some applications may require further account enhancements before you will be able to access them.

3. Enter in your First Name, Last Name, Primary Email Address, and User ID (you will create your own User ID but we do not use the User ID for login on the Public Notice Website at this time). Then click “Next”.



New User Creation - Step 1 of 4 (General Info)

* Indicates a required field.

*First Name

Middle Initial

*Last Name

Full Name

*Primary Email

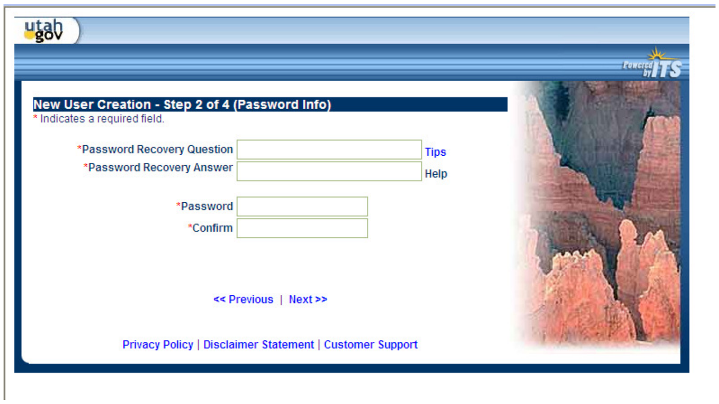
Secondary Email

*User ID

Next >>

Privacy Policy | Disclaimer Statement | Customer Support

4. Create a password recovery question and answer. This is the question that technical support may ask you or that you will have to answer in order to recover a forgotten password. You will then enter in your password twice. The password must be at least 8 characters. Then click “Next”.



New User Creation - Step 2 of 4 (Password Info)

* Indicates a required field.

*Password Recovery Question Tips

*Password Recovery Answer Help

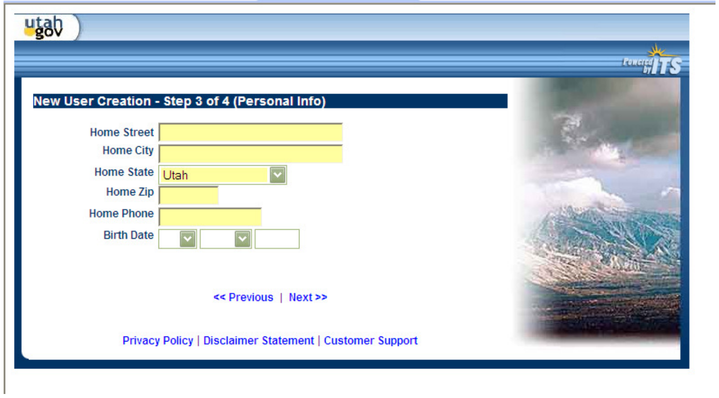
*Password

*Confirm

<< Previous | Next >>

Privacy Policy | Disclaimer Statement | Customer Support

5. You will then be asked for your personal information. Nothing on this screen is required information, so you can click “Next”.



New User Creation - Step 3 of 4 (Personal Info)

Home Street

Home City

Home State Utah

Home Zip

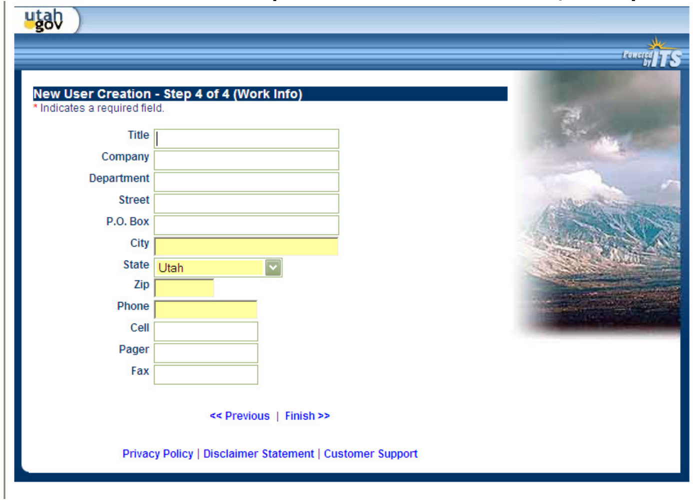
Home Phone

Birth Date

<< Previous | Next >>

Privacy Policy | Disclaimer Statement | Customer Support

6. You will then be asked for your work information. Nothing on this screen is required information, so you can click "Finish".

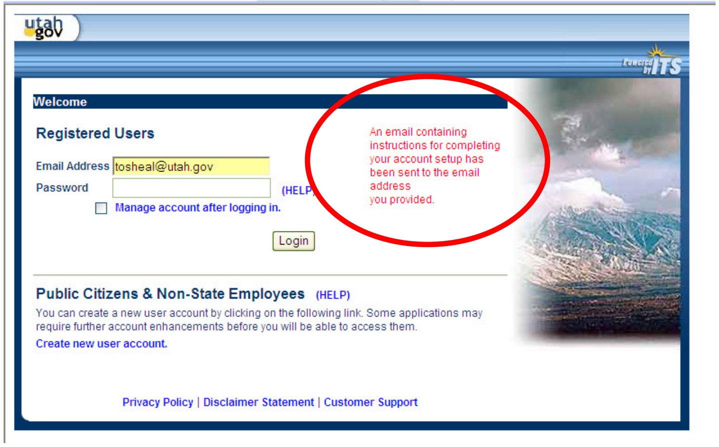

utah gov
Powered by ITS
Title
Company
Department
Street
P.O. Box
City
Zip
Phone
Cell
Pager
Fax
<< Previous | Finish >>
Privacy Policy | Disclaimer Statement | Customer Support

New User Creation - Step 4 of 4 (Work Info)

* Indicates a required field.

State: Utah

7. After clicking finish, you will see a message that says "An email containing instructions to completing your account setup has been sent to the email you provided.


utah gov
Powered by ITS
Password
(HELP)
☐ Manage account after logging in.
Login
Create new user account.
Privacy Policy | Disclaimer Statement | Customer Support

Welcome

Registered Users

Email Address: tosheal@utah.gov

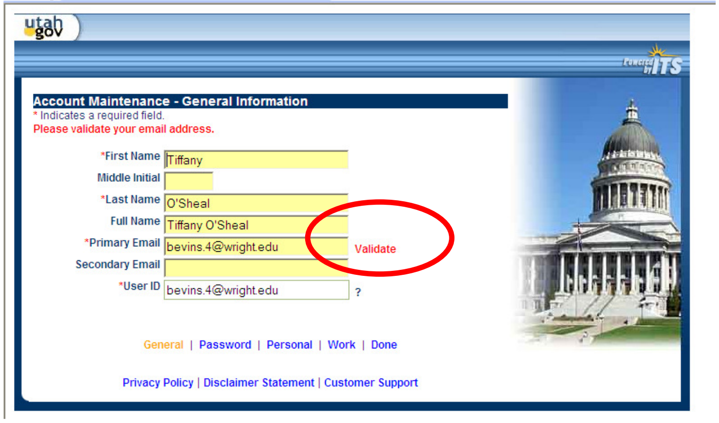
An email containing instructions for completing your account setup has been sent to the email address you provided.

Public Citizens & Non-State Employees (HELP)

You can create a new user account by clicking on the following link. Some applications may require further account enhancements before you will be able to access them.

8. You will receive in your inbox (of the primary email address you entered during registration), an email titled "New User Creation."
9. In the confirmation email, there will be a link and a 4-character validation code. Click on the link and then login with your primary email address and the password you created during registration.

10. After logging in, it will display your information that you registered with. Click on the "Validate" link, in red, to the right of your email address.


utah gov
Powered by ITS
Validate
?
General | Password | Personal | Work | Done
Privacy Policy | Disclaimer Statement | Customer Support

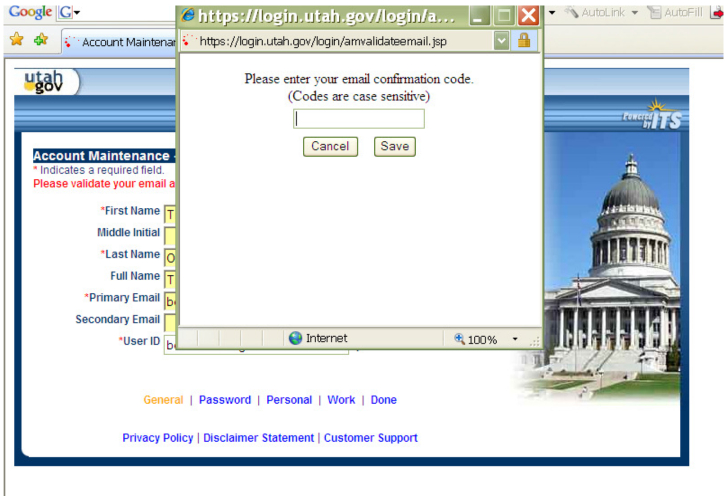
Account Maintenance - General Information

* Indicates a required field.

Please validate your email address.

*First Name Tiffany
Middle Initial
*Last Name O'Sheal
Full Name Tiffany O'Sheal
*Primary Email bevins.4@wright.edu
Secondary Email
*User ID bevins.4@wright.edu

11. Enter in the 4-character validation code that was in your email. Please be aware that codes are case sensitive. Then click "Save". You will then get a confirmation that your email has been saved.


Google
AutoLink
AutoFill
Account Maintenar
https://login.utah.gov/login/a...
utah gov
Powered by ITS
Cancel
Save
Internet
100%
General | Password | Personal | Work | Done
Privacy Policy | Disclaimer Statement | Customer Support

https://login.utah.gov/login/amvalidateemail.jsp

Please enter your email confirmation code.
(Codes are case sensitive)

Account Maintenance

* Indicates a required field.

Please validate your email a

*First Name T
Middle Initial
*Last Name O
Full Name T
*Primary Email b
Secondary Email
*User ID b

12. After this user account creation has been completed, you can go back to the http://pmn.utah.gov Public Notice Website page and login.

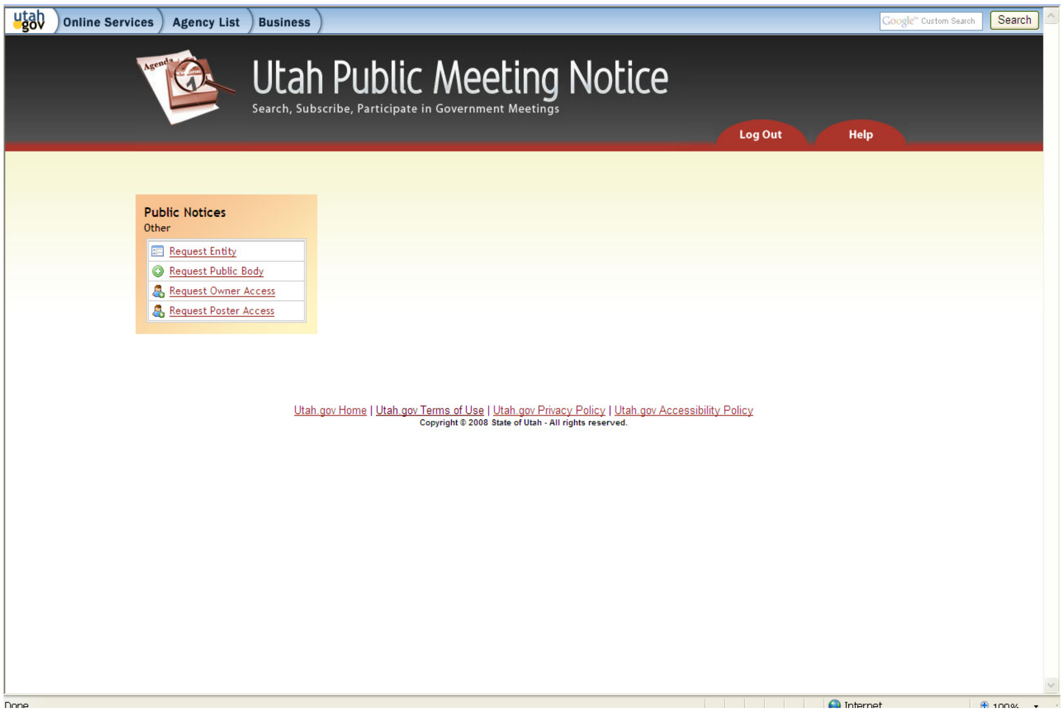
Requesting Owner or Poster Access

If you have not been entered as an owner or poster into the UPNW (either by the Administrator or the entity owner), then you must request either owner or poster access first.

If you have previously requested access but you are still unable to login, please contact the Administrator or your entity's owner.

To request owner access, click on the "Request Owner Access" link. Your request will be sent to the administrator for approval. If your entity is not listed, please click on the "Request Entity" link. All requests for Owner Access and Entities will be sent to the Administrator for approval.

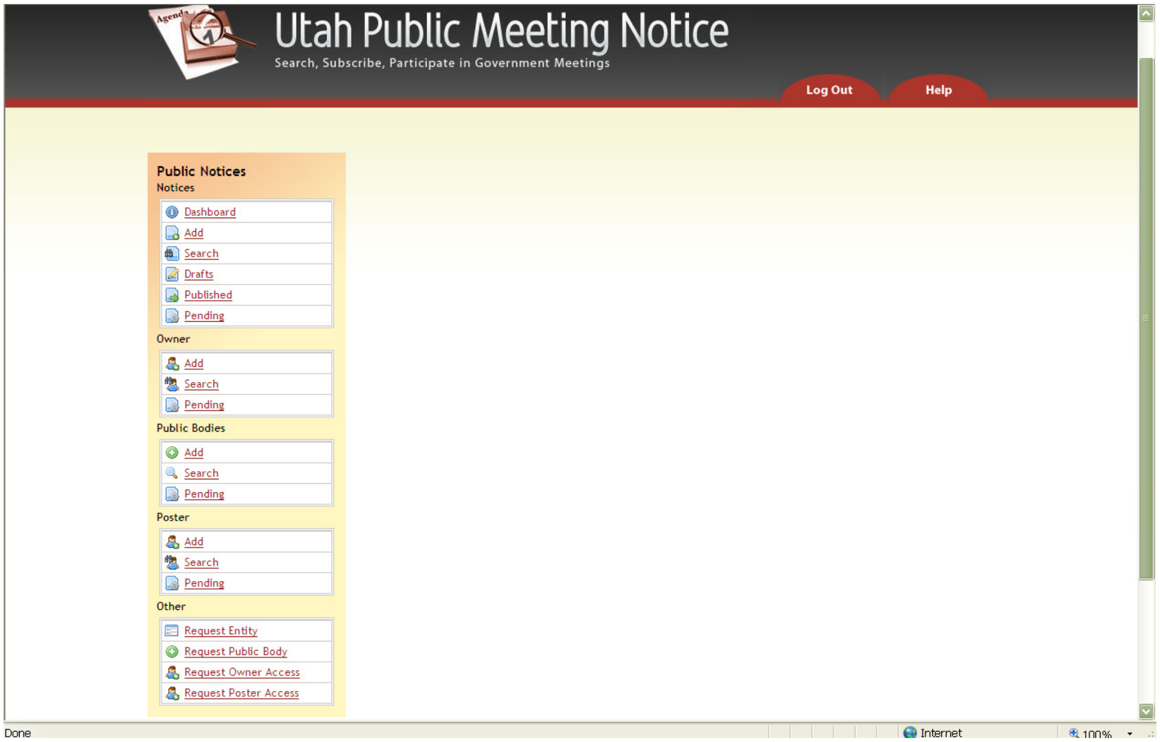
To request poster access, click on the "Request Poster Access" link. Your request will be sent to the entity owner for approval. If your public body is not listed, please click on the "Request Public Body" link. All requests for Poster Access and Public Bodies will be sent to the Owner for approval. If you do not have an owner for your entity, please contact the Administrator.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy
Copyright © 2008 State of Utah - All rights reserved.
Done
Internet
100%

After you have obtained owner or poster access, you will be able to login to the UPNW and see your dashboard.

Owner Administrative Interface

Once logged in, owners can view their dashboard with usability pertaining to their permissions established by the Archives or Owners. Navigation of the entire application can be found of the left of every page in the administrative portion of the website.

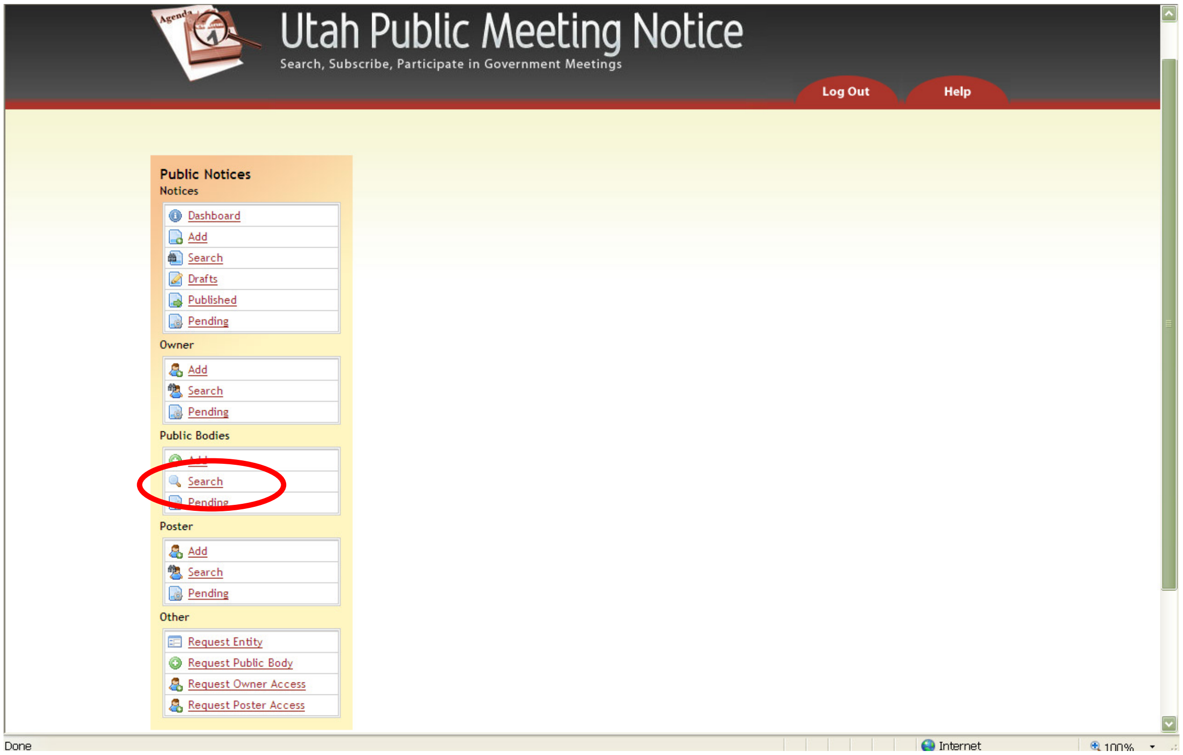

Agenda
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

The first thing that an owner will want to do will be adding the public bodies for the entity. Before adding any new public bodies, the owner should check to see what pubic bodies already exist for the entity in the system. This should be done to avoid duplicate entries as duplicates cannot be deleted from the system.

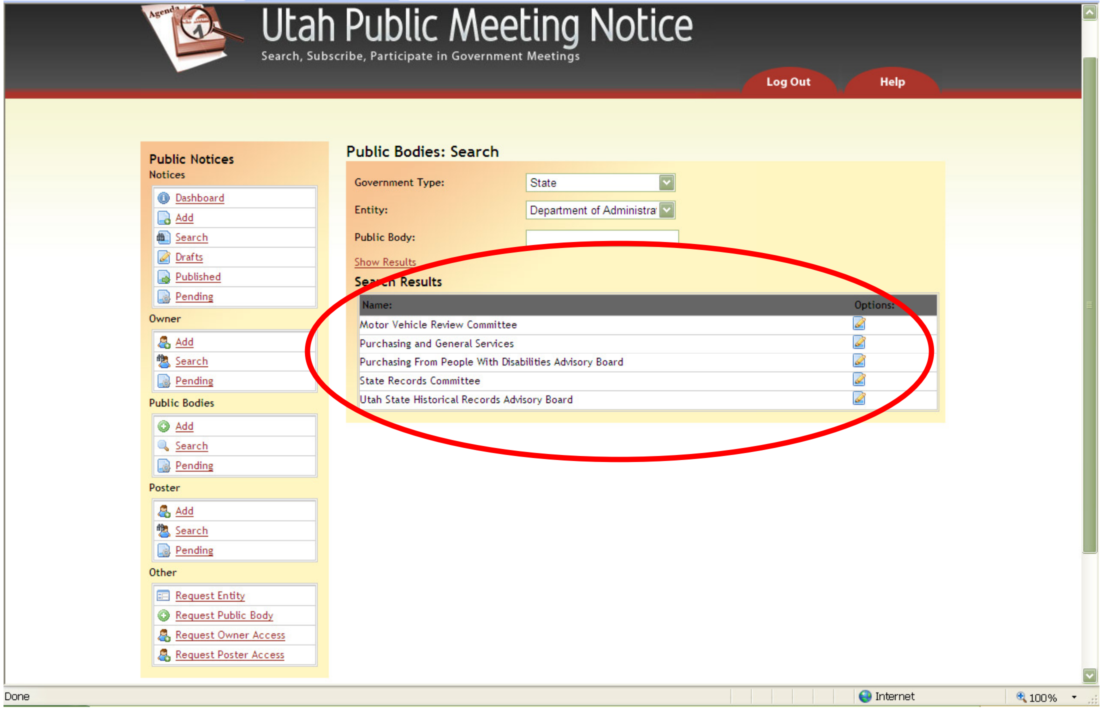
Searching for Existing Public Bodies

The first task that an owner should complete will be adding the public bodies for the entity. Before adding any new public bodies, the owner should check to see what pubic bodies already exist for the entity in the system. This should be done to avoid duplicate entries as duplicates cannot be deleted from the system.

1. In the Public Bodies section, click on "Search"


Agenda
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

2. Enter in your Government Type and Entity Name and then click "Show Results". This will give you a listing of all public bodies listed under that entity name.


Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

Public Bodies: Search

Government Type: State

Entity: Department of Administra

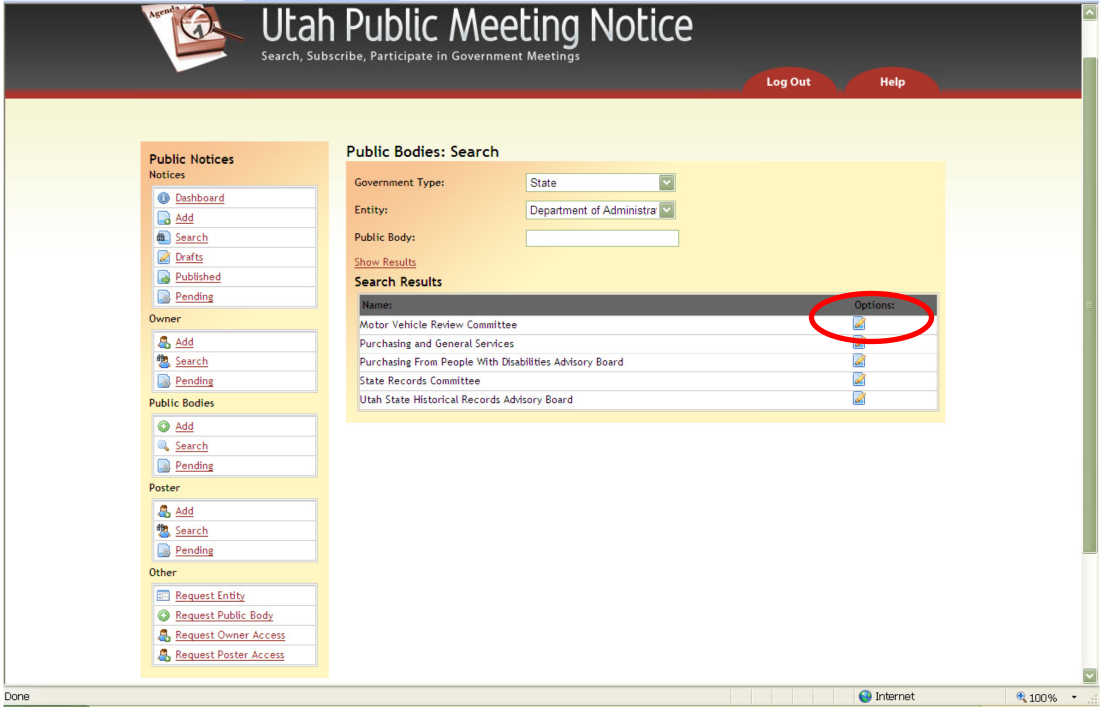
Public Body:

Show Results

Search Results

Name:	Options:
Motor Vehicle Review Committee	✎
Purchasing and General Services	✎
Purchasing From People With Disabilities Advisory Board	✎
State Records Committee	✎
Utah State Historical Records Advisory Board	✎

3. If a listing of public bodies appears, you can click on the edit graphic to see or make changes to your public body information. If no listings appear, please skip to Step #5.


Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

Public Bodies: Search

Government Type: State

Entity: Department of Administra

Public Body:

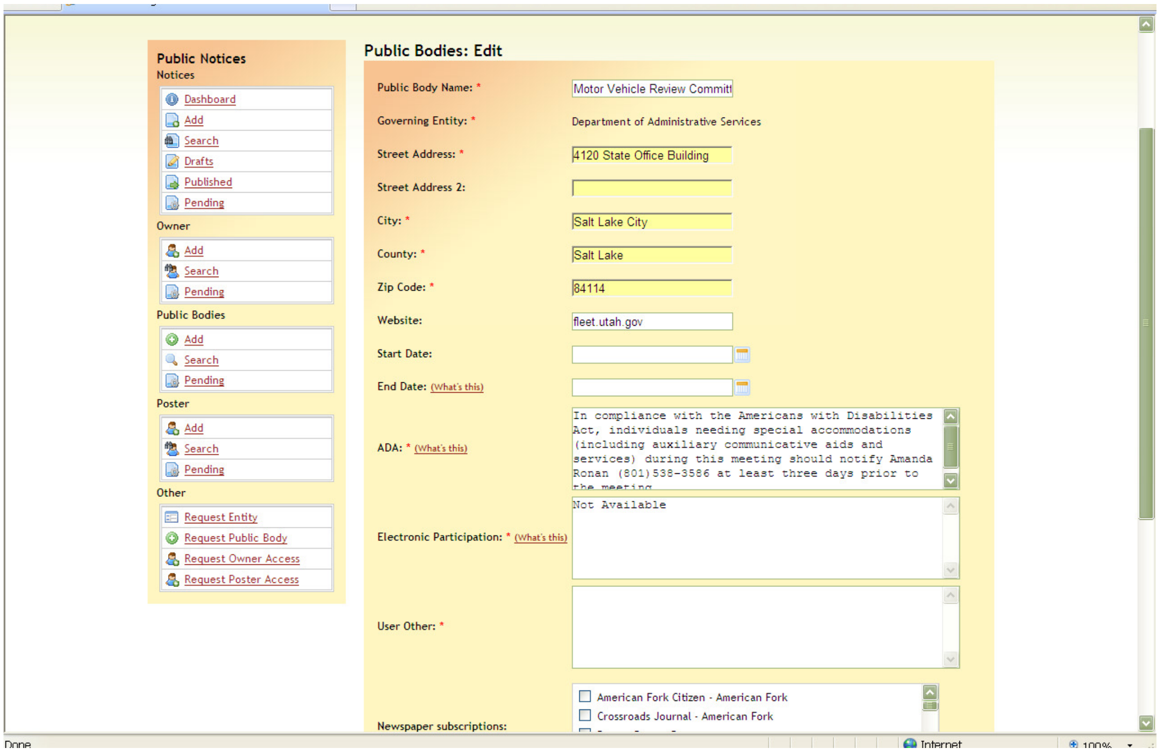
Show Results

Search Results

Name:	Options:
Motor Vehicle Review Committee	✎
Purchasing and General Services	✎
Purchasing From People With Disabilities Advisory Board	✎
State Records Committee	✎
Utah State Historical Records Advisory Board	✎

4. The Public Bodies: Edit screen will give you the information that was previously entered in either by an owner or by the Administrator. Most of this information can be edited and then click on the "save" button at the bottom of the screen. The following fields can be edited: Public Body Name, Street Address, City, County, Zip Code, Website URL, Start and End Date (Dates that the Public body is active), the ADA statement, Electronic Participation statement, Other, Newspaper Subscriptions, and Contact name, phone number, and email.

PLEASE NOTE…ONCE A PUBLIC BODY IS ADDED, IT CANNOT BE DELETED, IT CAN ONLY BE EDITED…THE ADMINISRATOR CANNOT DELETE DUPLICATE ENTRIES.


Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

Public Bodies: Edit

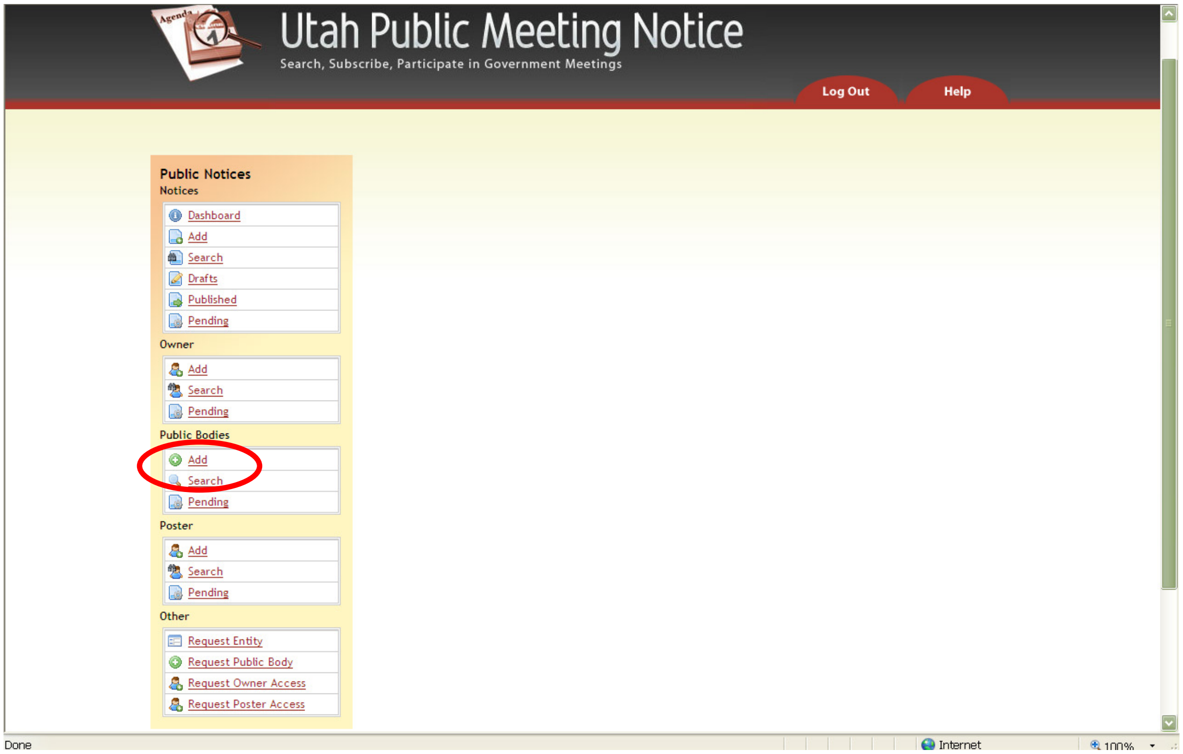
Public Body Name: *	Motor Vehicle Review Committ
Governing Entity: *	Department of Administrative Services
Street Address: *	4120 State Office Building
Street Address 2:	
City: *	Salt Lake City
County: *	Salt Lake
Zip Code: *	84114
Website:	fleet.utah.gov
Start Date:	
End Date: (What's this)	
ADA: * (What's this)	In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Amanda Ronan (801)538-3586 at least three days prior to the meeting
Electronic Participation: * (What's this)	Not Available
User Other: *	
Newspaper subscriptions:	☐ American Fork Citizen - American Fork ☐ Crossroads Journal - American Fork

5. If you search for your public body, and there are no listings, you will need to add new public bodies to your entity.

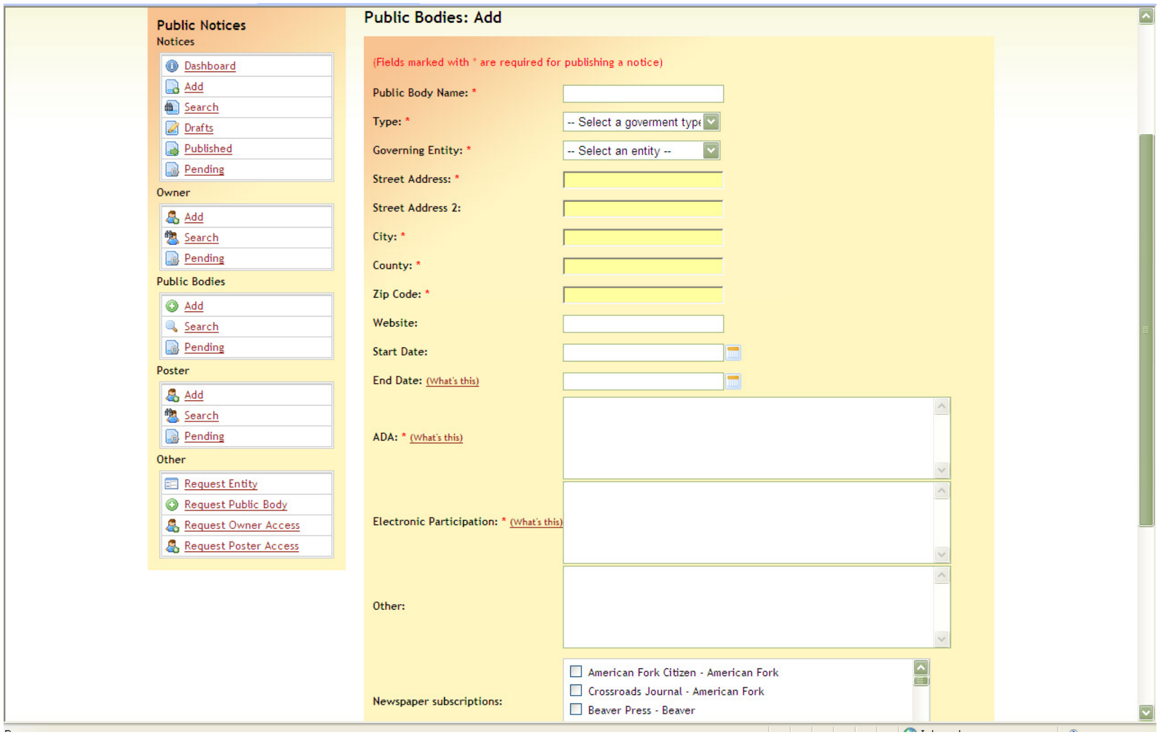
Adding New Public Bodies

The first task that an owner should complete will be adding the public bodies for the entity. If you have determined that you either have no public bodies in the system, or you are missing some, you will need to add a new public body. Please note that duplicate public body entries cannot be deleted from the system.

1. Click on the Public Bodies: Add


Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

2.


Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access

Public Bodies: Add

(Fields marked with * are required for publishing a notice)

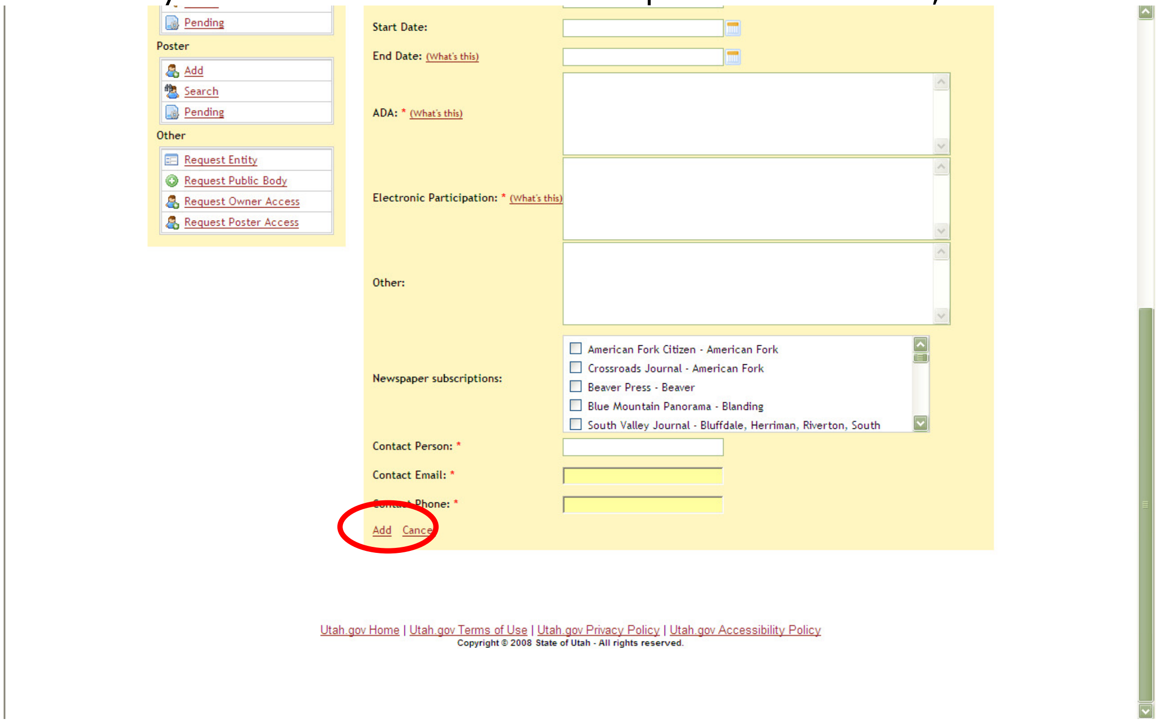
Public Body Name: *
Type: * -- Select a goverment type
Governing Entity: * -- Select an entity --
Street Address: *
Street Address 2:
City: *
County: *
Zip Code: *
Website:
Start Date:
End Date: (What's this)
ADA: * (What's this)
Electronic Participation: * (What's this)
Other:
Newspaper subscriptions:
☐ American Fork Citizen - American Fork
☐ Crossroads Journal - American Fork
☐ Beaver Press - Beaver

Fill in the following information. At the top of the page you will notice the message in red that says "fields marked with an * are required", this is not an error message. Required information is marked with an *:

- Public Body Name (can be as descriptive as you want; if you use an acronym or abbreviation in the name, help out the members of the public and spell the whole thing out as well; there is no limit to the amount of characters that can be entered)*
- Type (select from drop-down list)*
- Governing Entity (select entity name from drop-down list)*
- Street Address (this is the street address for the office of the public body; this can also include the mailing address in Street Address 2)*
- City*
- County*
- Zip Code*
- Website URL
- Start Date & End Date (these dates relate to the active dates of a public body, for example, if the public body was created for a period of only a few years and then it will no longer be active.
- ADA (American's with Disabilities Act statement, i.e., Notice of Special Accommodation)*

- Electronic Participation (statement that says your policy on board members participating by electronic means if they are able, if you have no such policy, simply put NA)*
- Other (any information you deem important to the public body that should be displayed with all notices and doesn't have its own field)
- Newspaper Subscriptions (select what newspapers you want to receive your new notices that you post; newspapers are arranged by geographic location, ex. all Salt Lake City newspapers are listed together)
- Contact Person, Email, Phone Number (this is the name of the person whom the public can contact with questions regarding the public body or meetings that are occurring; this contact is not necessarily the poster)*

3. When you have filled in all of the required information, click "Add"

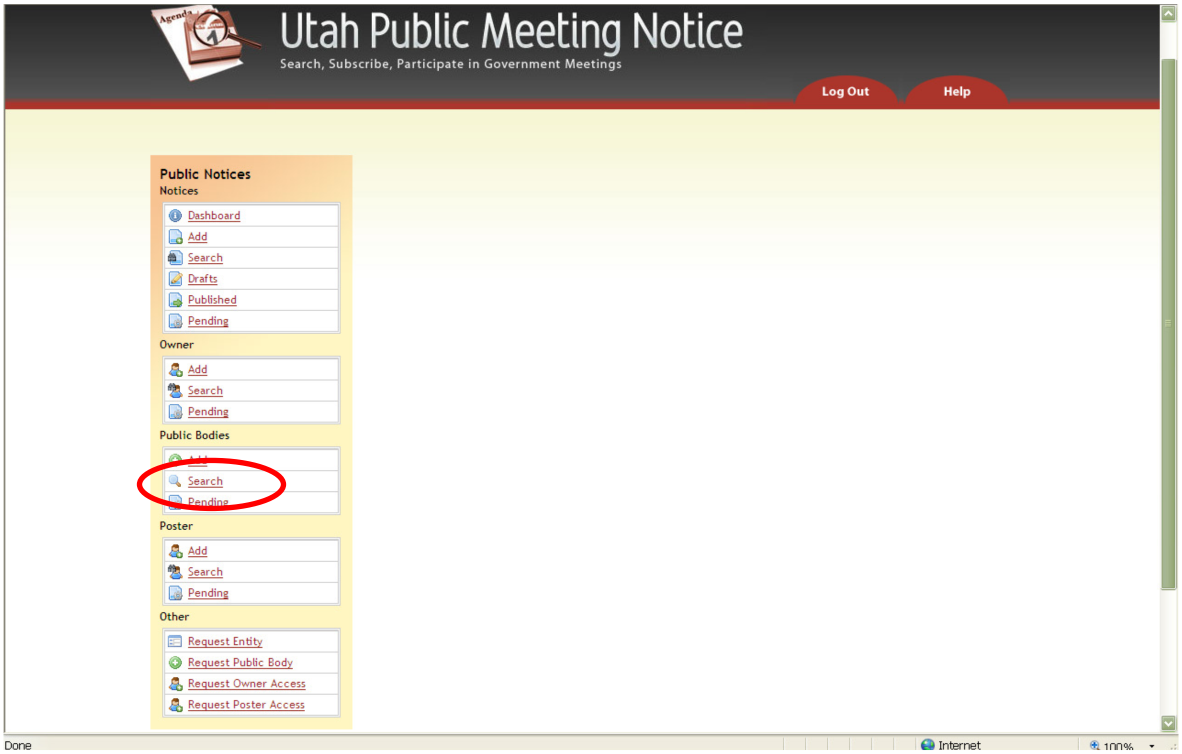

Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Start Date:
End Date: (What's this)
ADA: * (What's this)
Electronic Participation: * (What's this)
Other:
Newspaper subscriptions:
☐ American Fork Citizen - American Fork
☐ Crossroads Journal - American Fork
☐ Beaver Press - Beaver
☐ Blue Mountain Panorama - Blanding
☐ South Valley Journal - Bluffdale, Herriman, Riverton, South
Contact Person: *
Contact Email: *
Contact Phone: *
Add Cance
Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy
Copyright © 2008 State of Utah - All rights reserved.

Please note that any information you put into the ADA, Electronic Participation, or Other fields will create default information for all notices created under that public body. This saves the poster the time of typing in this information every time they create a new notice. This information can be changed during the process of creating a new notice, for example, if it doesn't apply to a particular meeting, but the default information will not be changed.

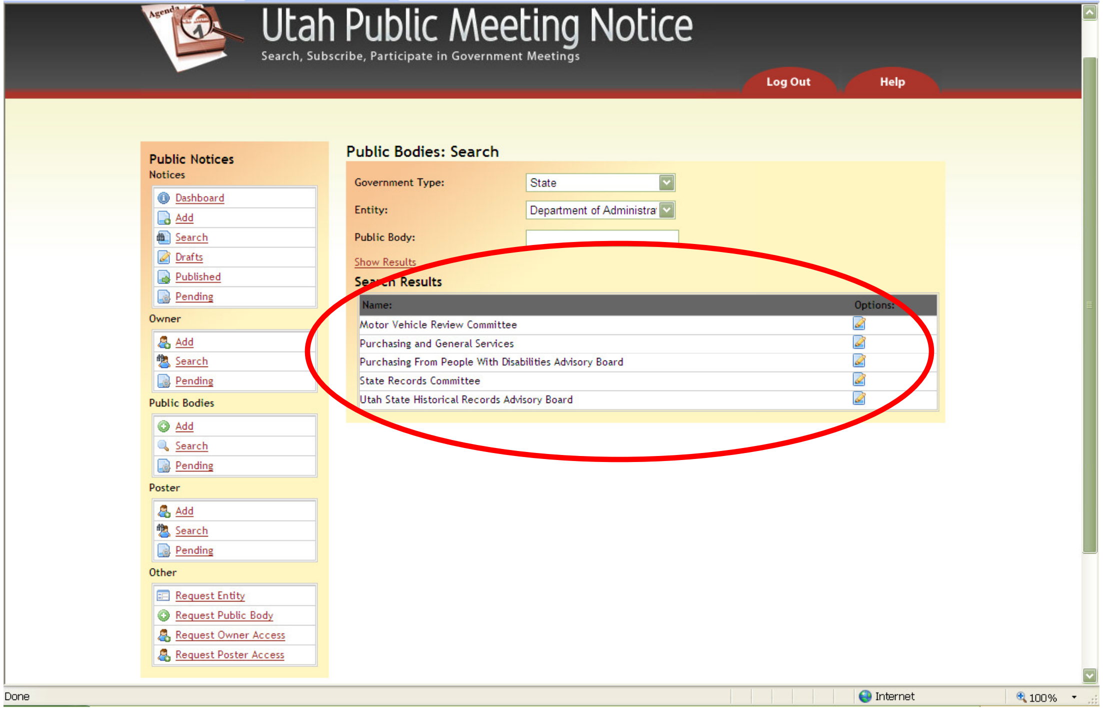
Editing a Public Body

Most of the information for a public body can be changed.

1. In the Public Bodies section, click on "Search"


Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

2. Enter in your Government Type and Entity Name and then click "Show Results". This will give you a listing of all public bodies listed under that entity name.


Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Show Results
Done
Internet
100%

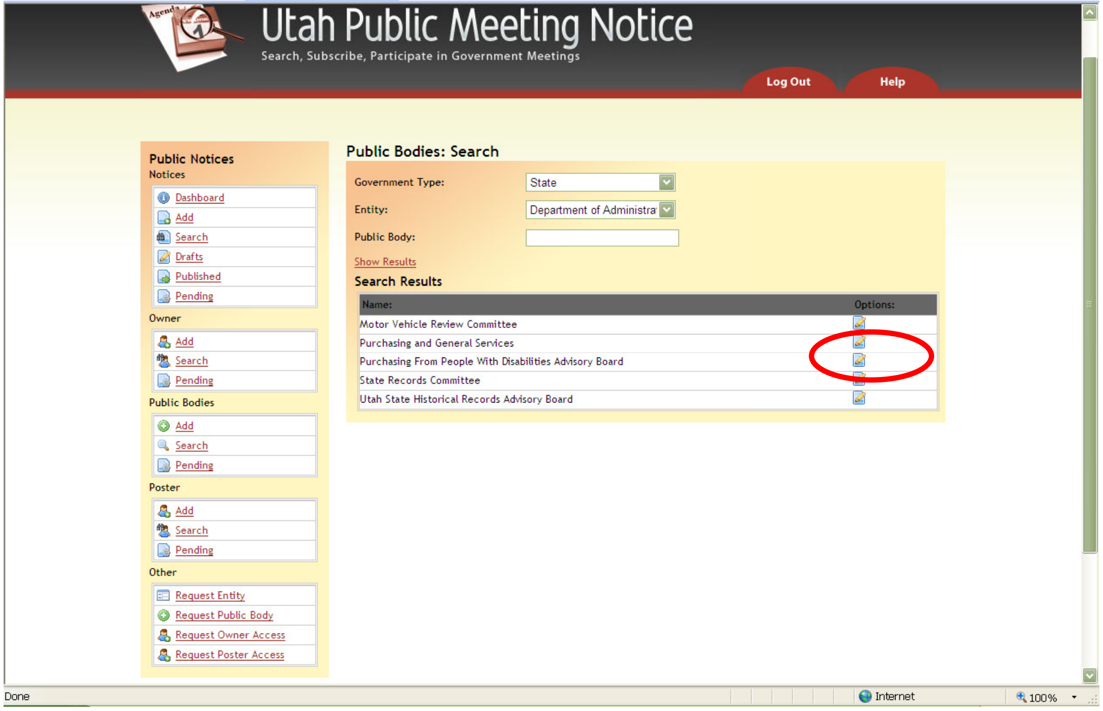
Public Bodies: Search

Government Type: State
Entity: Department of Administra
Public Body:

Search Results

Name:	Options:
Motor Vehicle Review Committee	
Purchasing and General Services	
Purchasing From People With Disabilities Advisory Board	
State Records Committee	
Utah State Historical Records Advisory Board	

3. If a listing of public bodies appears, you can click on the edit graphic to see or make changes to your public body information.


Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Show Results
Done
Internet
100%

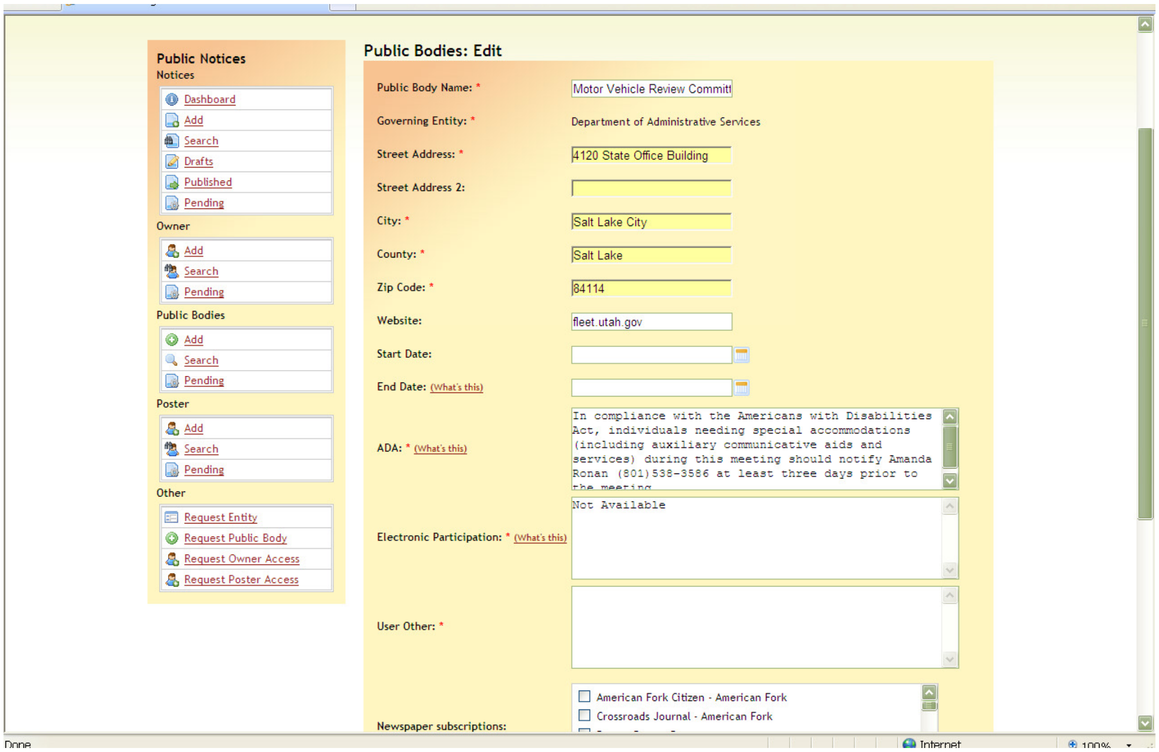
Public Bodies: Search

Government Type: State
Entity: Department of Administra
Public Body:

Search Results

Name:	Options:
Motor Vehicle Review Committee	
Purchasing and General Services	
Purchasing From People With Disabilities Advisory Board	
State Records Committee	
Utah State Historical Records Advisory Board	

4. The Public Bodies: Edit screen will give you the information that was previously entered in either by an owner or by the Administrator. Most of this information can be edited and then click on the "save" button at the bottom of the screen. The following fields can be edited: Public Body Name, Street Address, City, County, Zip Code, Website URL, Start and End Date (Dates that the Public body is active), the ADA statement, Electronic Participation statement, Other, Newspaper Subscriptions, and Contact name, phone number, and email.


Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

Public Bodies: Edit

Public Body Name: * Motor Vehicle Review Committ

Governing Entity: * Department of Administrative Services

Street Address: * 4120 State Office Building

Street Address 2:

City: * Salt Lake City

County: * Salt Lake

Zip Code: * 84114

Website: fleet.utah.gov

Start Date:

End Date: (What's this)

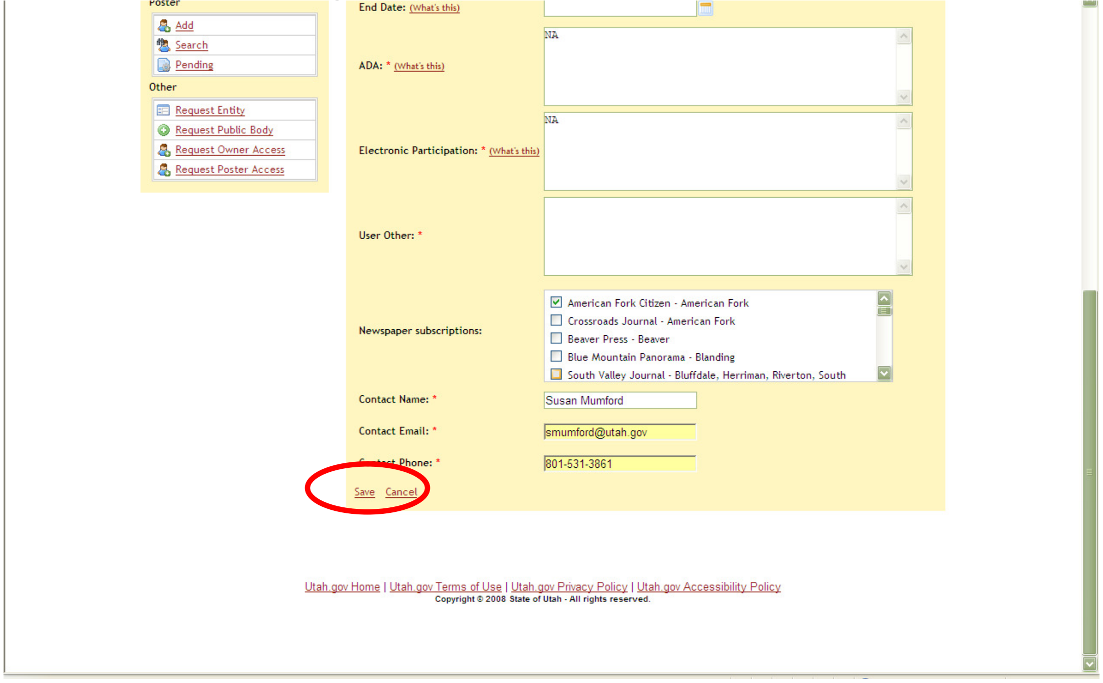
ADA: * (What's this) In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Amanda Ronan (801)538-3586 at least three days prior to the meeting

Electronic Participation: * (What's this) Not Available

User Other: *

Newspaper subscriptions:
☐ American Fork Citizen - American Fork
☐ Crossroads Journal - American Fork

5. After you have changed the information, click on “Save”.


Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
(What's this)
Save
Cancel
Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy
Copyright © 2008 State of Utah - All rights reserved.

End Date:

ADA: * NA

Electronic Participation: * NA

User Other: *

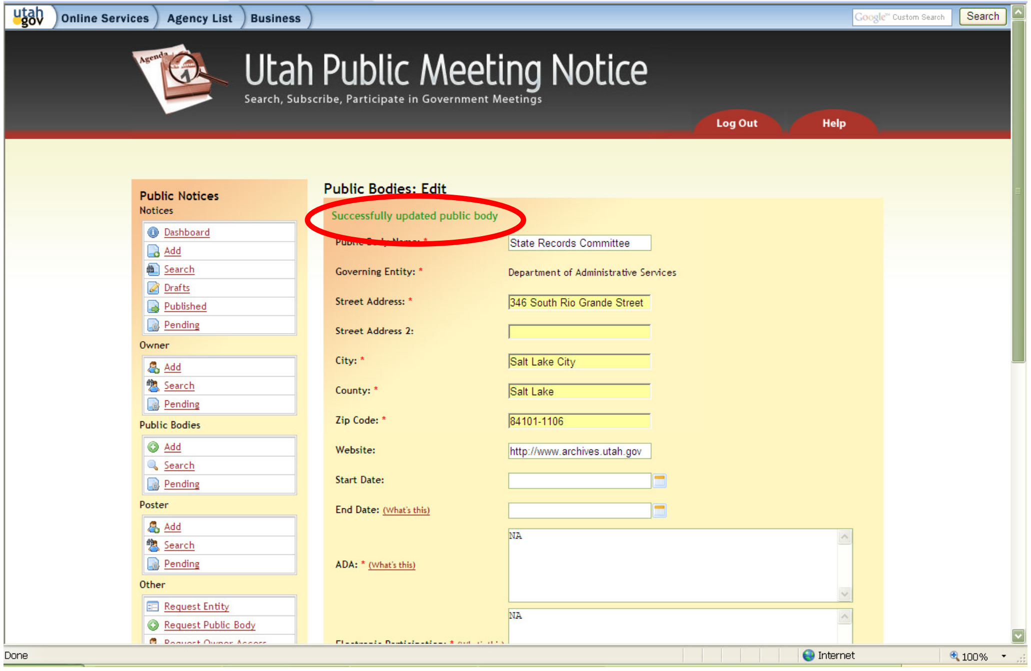
Newspaper subscriptions:
☑ American Fork Citizen - American Fork
☐ Crossroads Journal - American Fork
☐ Beaver Press - Beaver
☐ Blue Mountain Panorama - Blanding
☐ South Valley Journal - Bluffdale, Herriman, Riverton, South

Contact Name: * Susan Mumford

Contact Email: * smumford@utah.gov

Contact Phone: * 801-531-3861

6. You will then receive a confirmation message that your changes have been updated. It will say “Successfully updated public body.”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Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
(What's this)
Done
Internet
100%

Public Bodies: Edit

Successfully updated public body

Public Body Name: * State Records Committee

Governing Entity: * Department of Administrative Services

Street Address: * 346 South Rio Grande Street

Street Address 2:

City: * Salt Lake City

County: * Salt Lake

Zip Code: * 84101-1106

Website: http://www.archives.utah.gov

Start Date:

End Date:

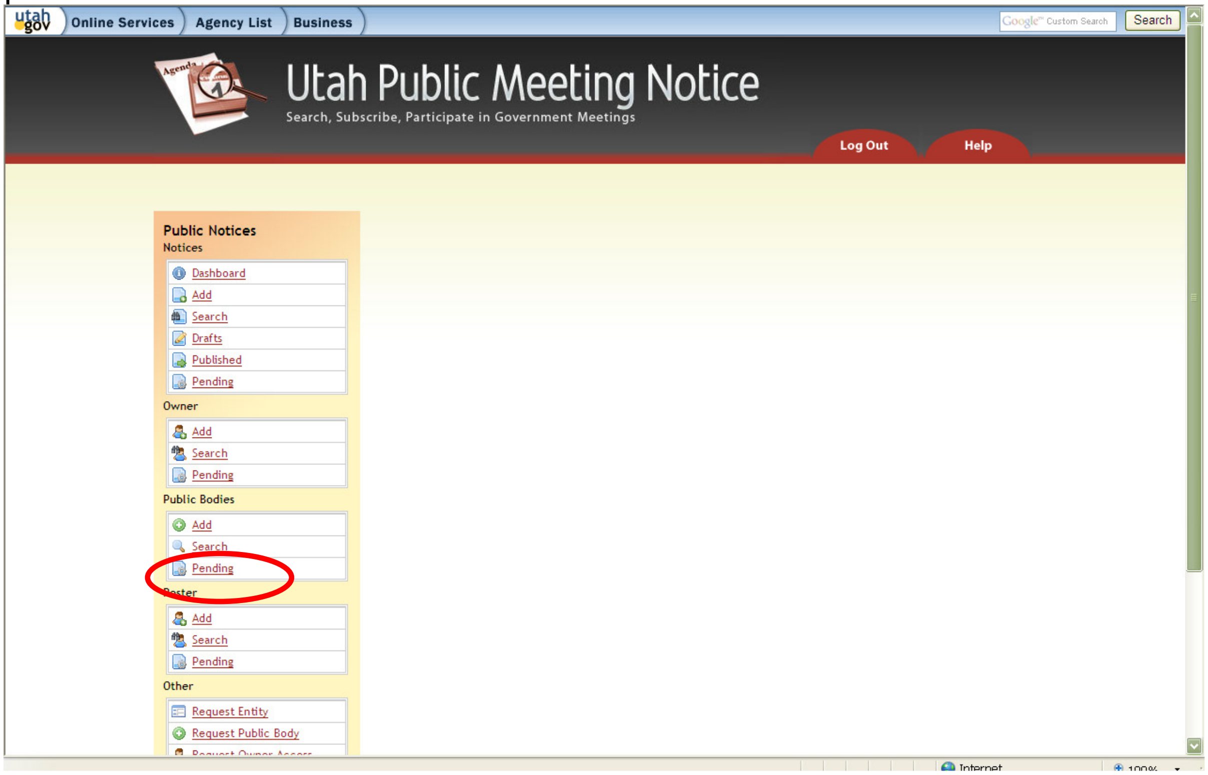
ADA: * NA

Electronic Participation: * NA

Pending Public Bodies

If a public body has been requested to be added to the system by an owner, poster, or pending owner/poster, the request will show up in the Public Bodies: Pending section.

1. To view pending public body requests, click on “Pending” in the public bodies section: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Search, Subscribe, Participate in Government Meetings
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Dashboard
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Drafts
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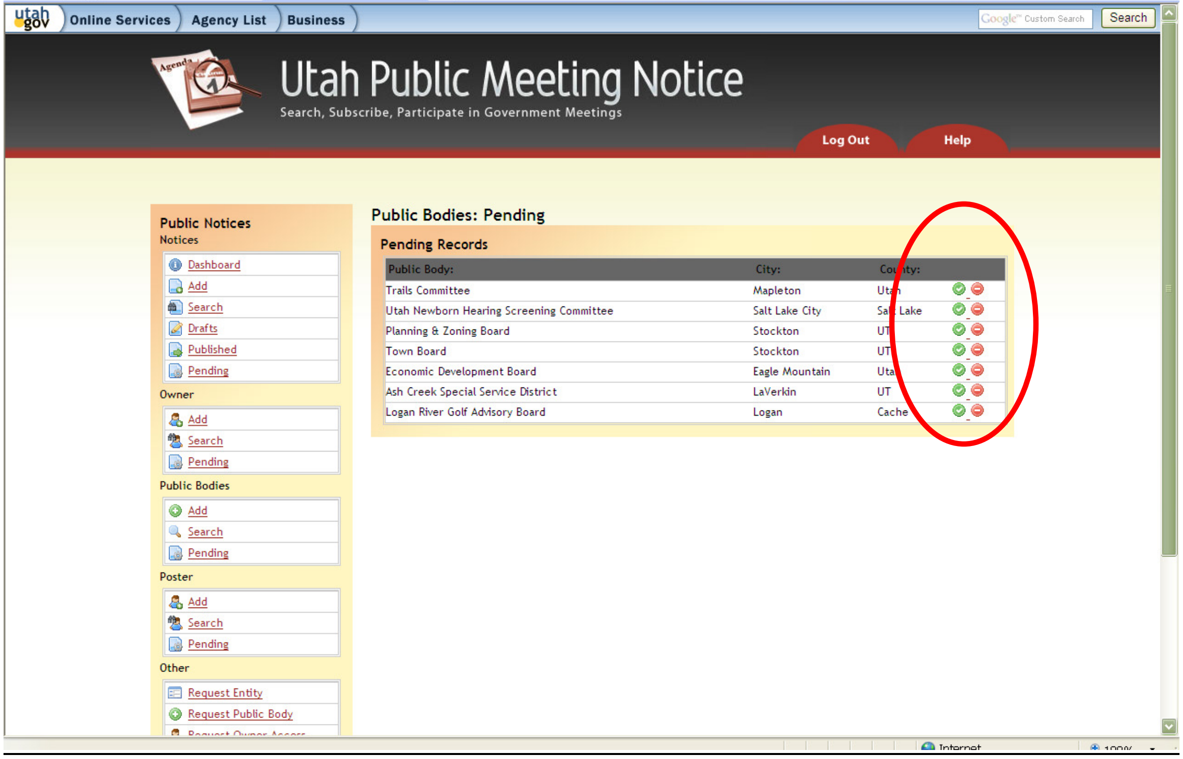
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Internet
100%

2. If any public bodies appear, you can either approve or decline them. If you decline the request, the public body will not be added to the system. You can however add it later if clicked decline by accident. If you approve the request, the public body will be added to the system. Please be absolutely sure that the public body does not already exist if you click "approve" as duplicates cannot be deleted from the system.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Pending
Owner
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Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Internet

Public Bodies: Pending

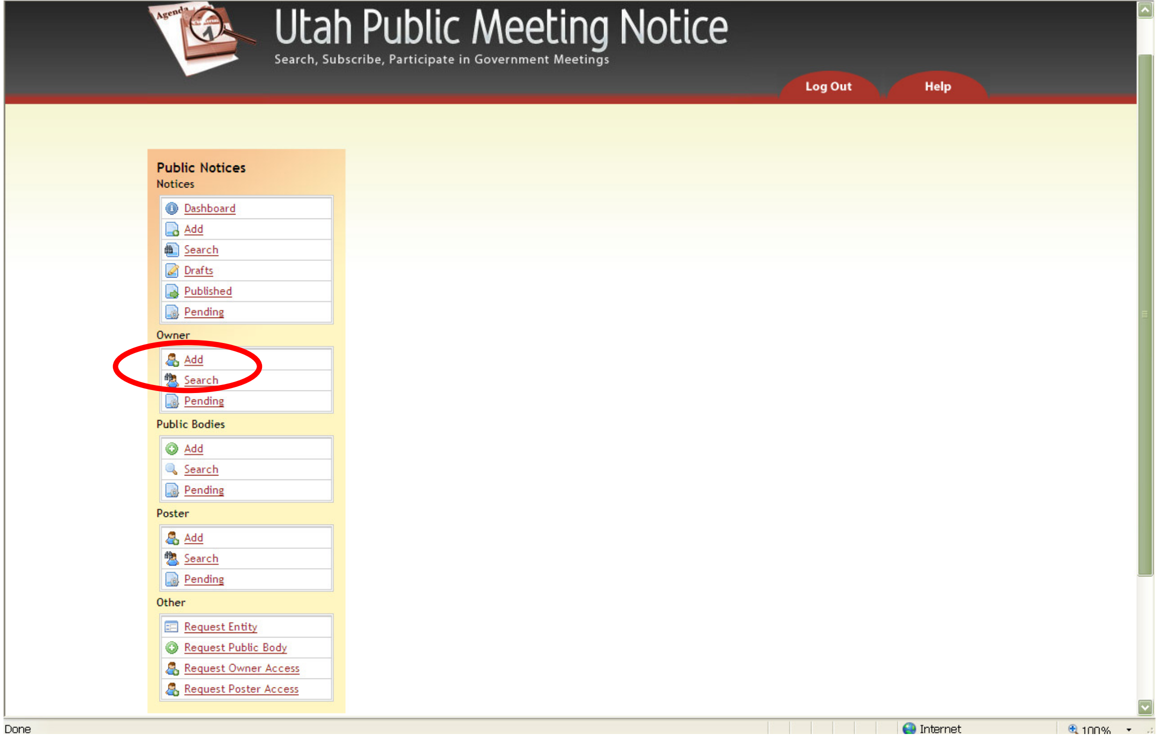
Pending Records

Public Body:	City:	County:	
Trails Committee	Mapleton	Utah	✓ ⊖
Utah Newborn Hearing Screening Committee	Salt Lake City	Salt Lake	✓ ⊖
Planning & Zoning Board	Stockton	UT	✓ ⊖
Town Board	Stockton	UT	✓ ⊖
Economic Development Board	Eagle Mountain	Uta	✓ ⊖
Ash Creek Special Service District	LaVerkin	UT	✓ ⊖
Logan River Golf Advisory Board	Logan	Cache	✓ ⊖

Adding an Additional Owner

As an owner, you may find that there are times when you are unavailable, especially in the event of a prolonged absence, vacation, or sickness. Therefore, you do have the ability to add an additional owner for your entity. We ask that you limit the number of owners to your entity so you can remain in control over your entity's information.

1. In the Owner section, click "Add".


Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
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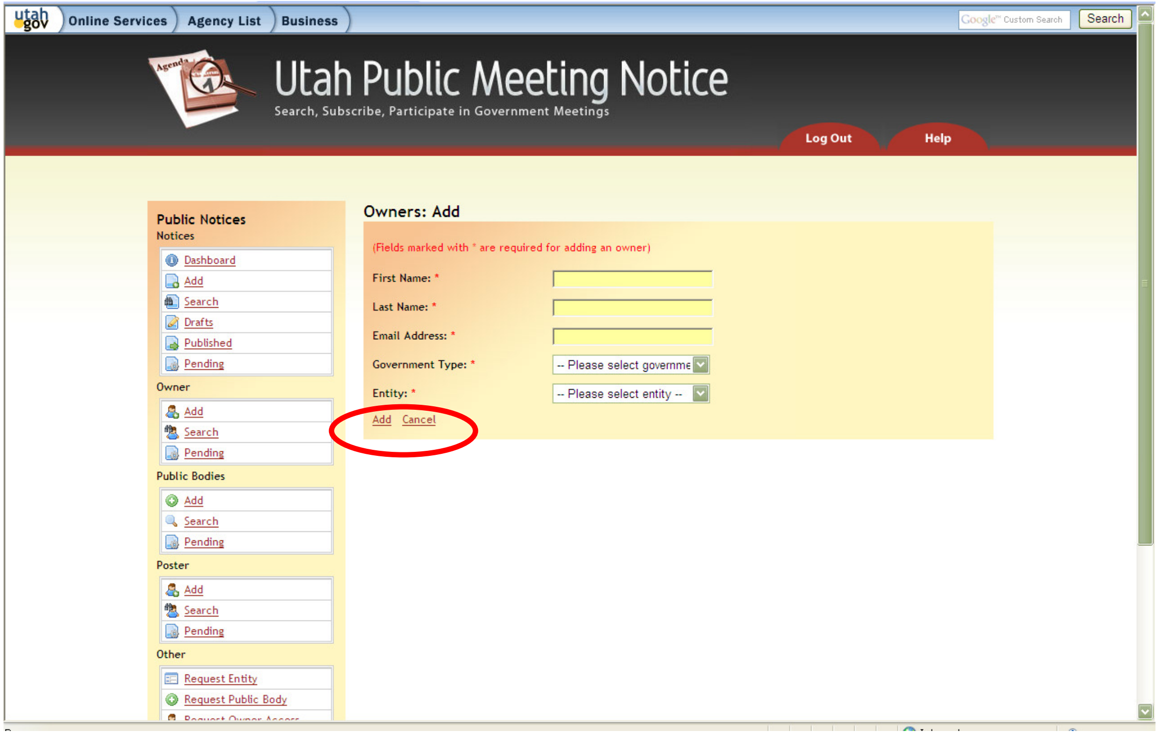
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

2. Enter in the person’s first and last name, email address, and select your entity information. Please note that the email address must correspond with the email address they use to login to the UPNW with. After you have entered in their information, click “Add”.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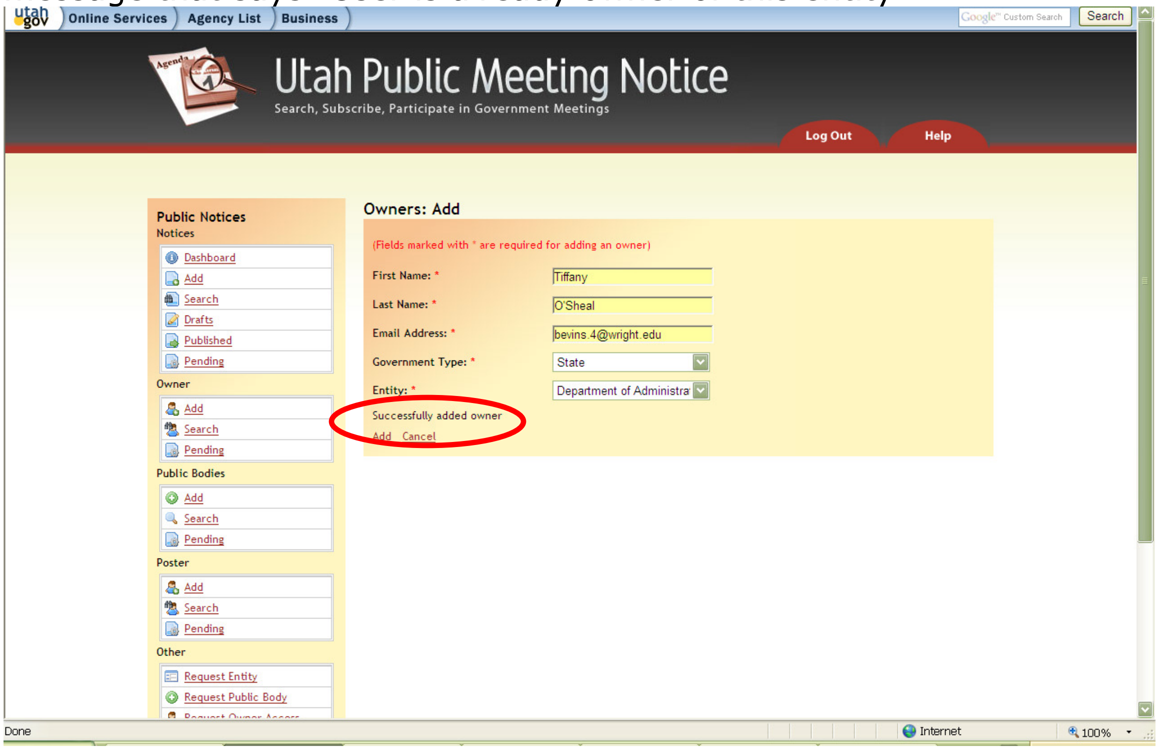
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Add
Cancel

Owners: Add

(Fields marked with * are required for adding an owner)

First Name: *
Last Name: *
Email Address: *
Government Type: * -- Please select governme
Entity: * -- Please select entity --

3. When you have successfully added them, you will receive a confirmation that says “Successfully added owner.” If you are missing information, you will receive a message that says for example “Email address is required.” If the person has already been added as an owner for this entity, you will receive a message that says “User is already owner of this entity.”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Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Done
Internet
100%

Owners: Add

(Fields marked with * are required for adding an owner)

First Name: * Tiffany
Last Name: * O'Sheal
Email Address: * bevins.4@wright.edu
Government Type: * State
Entity: * Department of Administra

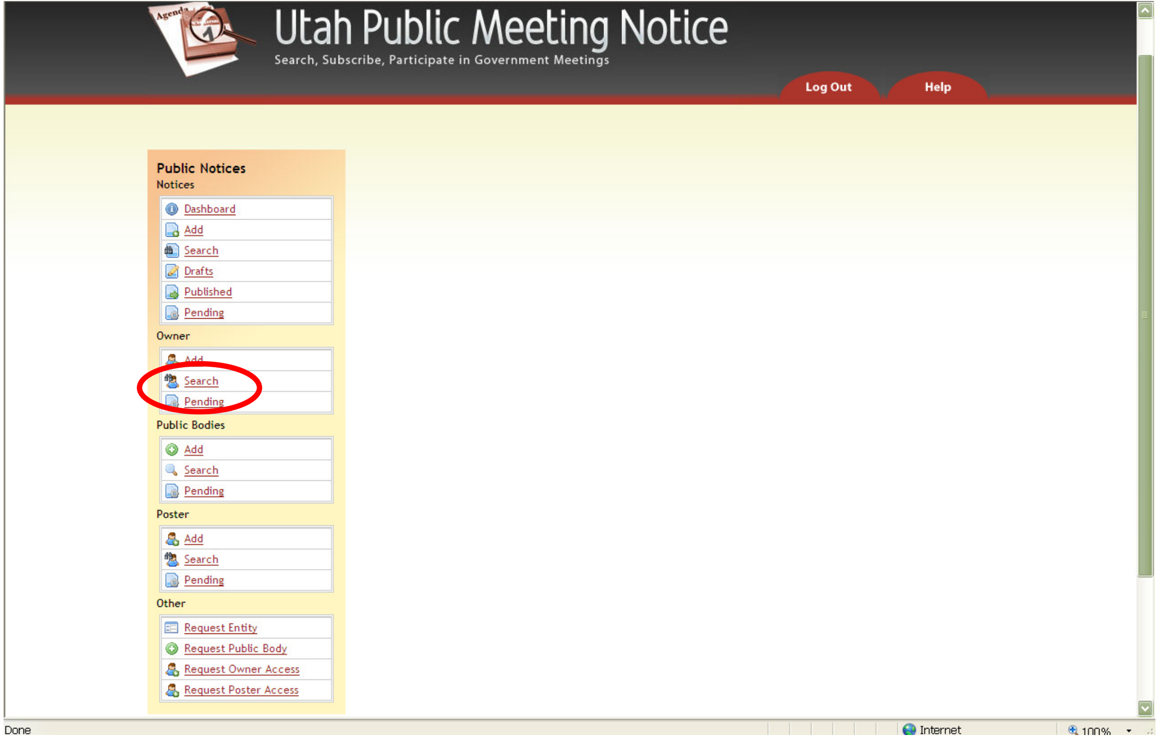
Successfully added owner

Add Cancel

Searching for an Owner

If you need to edit or delete an owner, you will need to search for them first.

1. In the owner section, click “Search”.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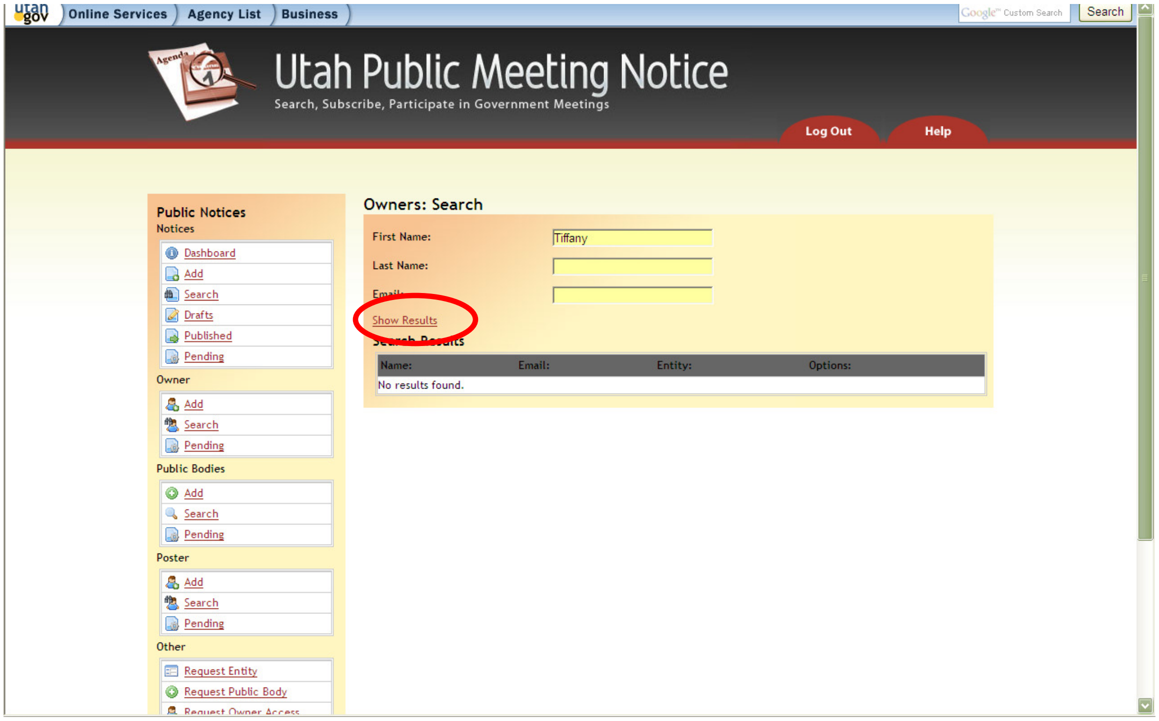
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

2. You can search by first name, last name, or email address. Enter in the fields you wish to search by and click “Show Results”.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Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Show Results

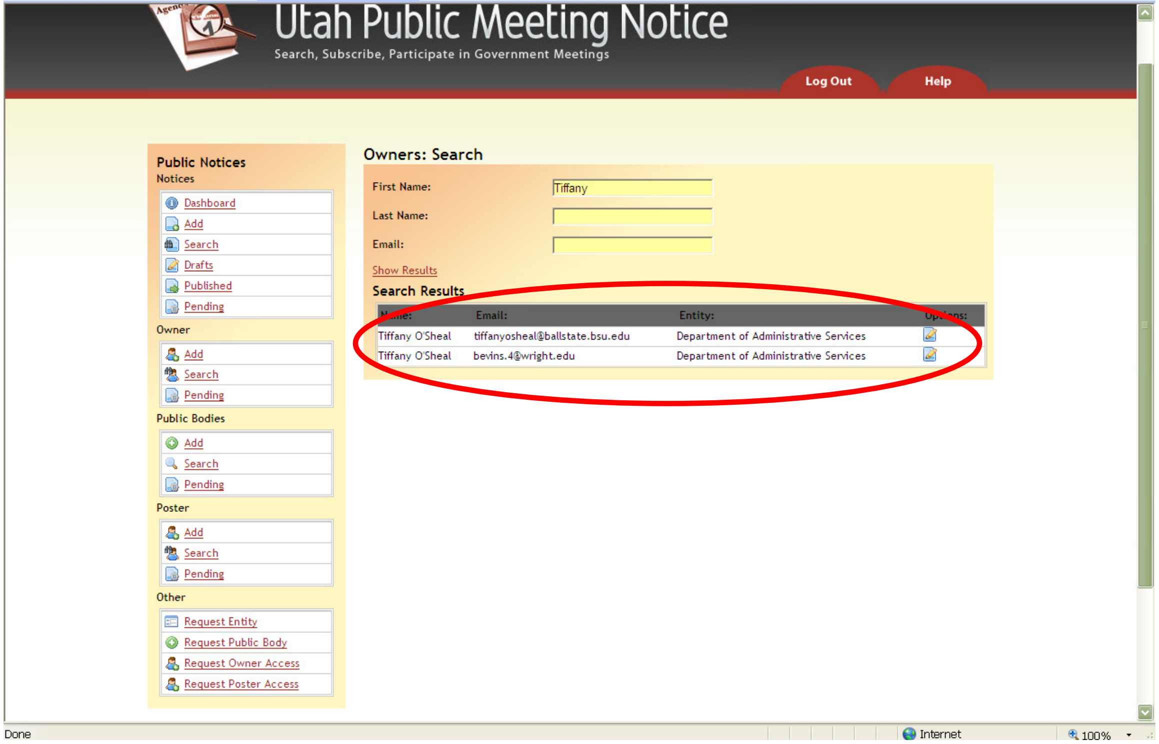
Owners: Search

First Name: Tiffany
Last Name:
Email:

Search Results

Name:	Email:	Entity:	Options:
No results found.			

3. If there are search matches, you results will appear.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Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Show Results
Done
Internet
100%

Owners: Search

First Name: Tiffany
Last Name:
Email:

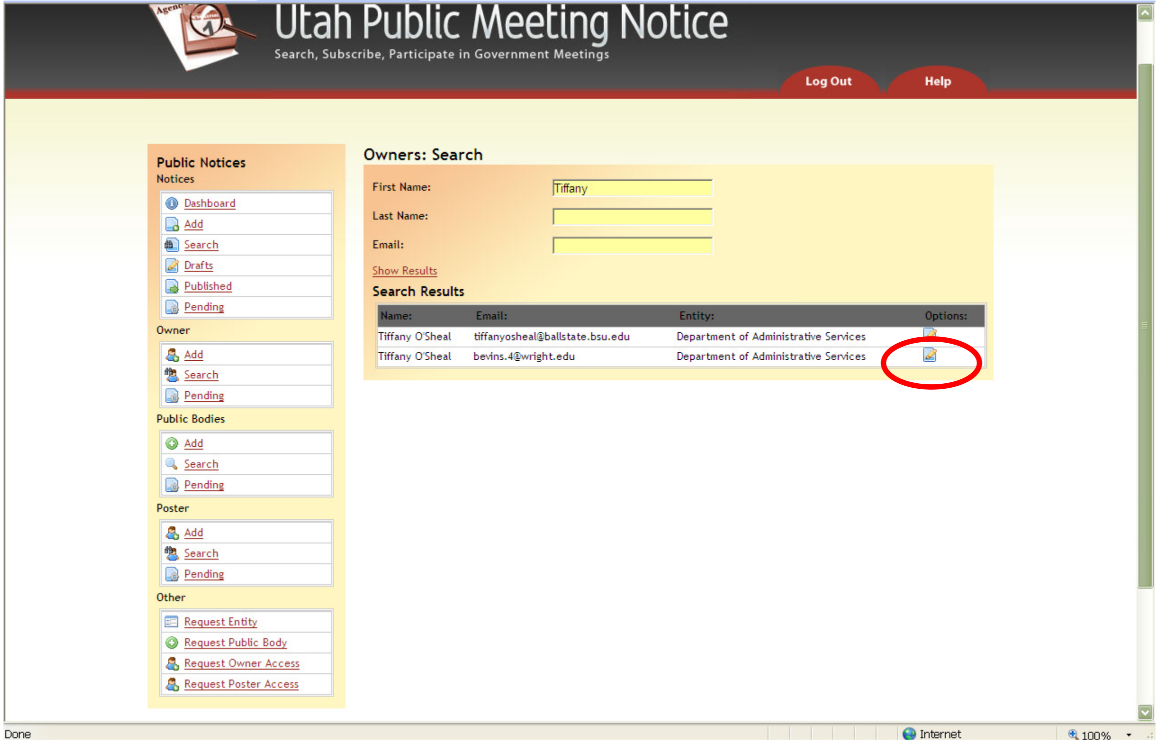
Search Results

Name:	Email:	Entity:	Options:
Tiffany O'Sheal	tiffanyosheal@ballstate.bsu.edu	Department of Administrative Services	✎
Tiffany O'Sheal	bevins.4@wright.edu	Department of Administrative Services	✎

Editing/Deleting an Owner

It is possible to edit an owner's first or last name or assign them to an additional entity (if own more than one entity). If you need to change the owner's email address you must first delete them and then add them with the correct email address.

1. First, you will need to complete a search to find the owner. See previous section (searching for an owner) on how to search for an owner.
2. When you have found the owner in the system, you can click on the edit button to change their first or last name or to assign them to an additional entity.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Search
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Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Show Results
Done
Internet
100%

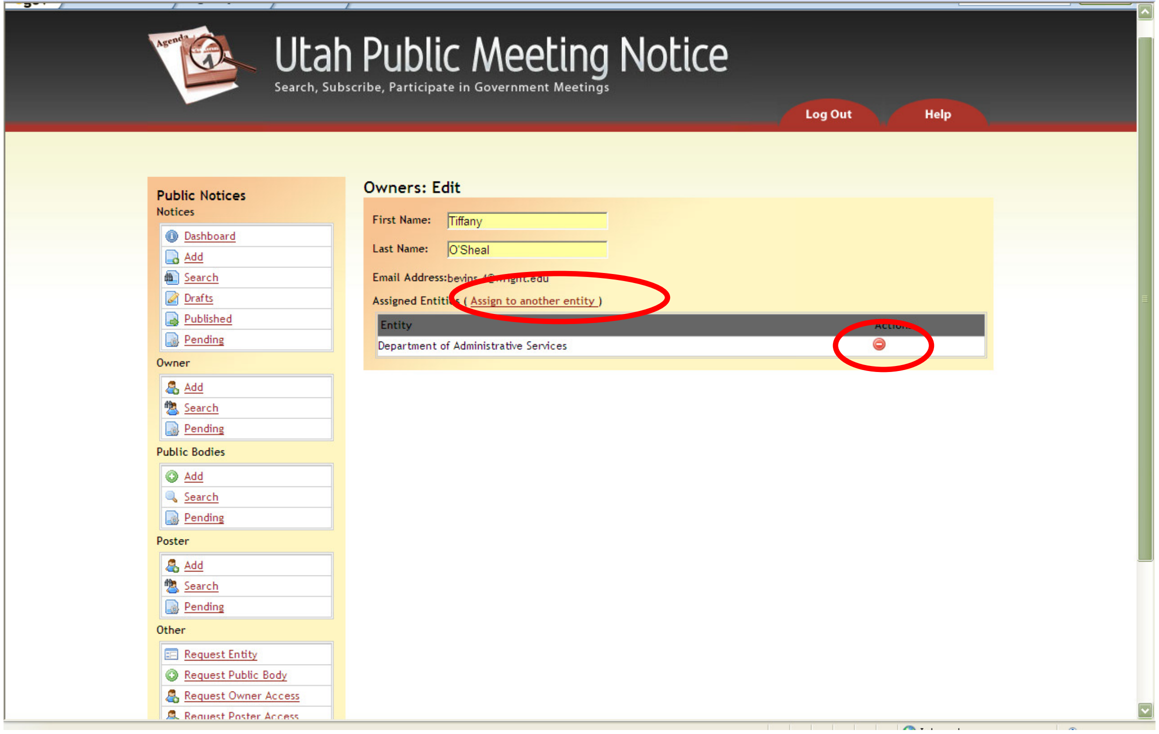
Owners: Search

First Name: Tiffany
Last Name:
Email:

Search Results

Name:	Email:	Entity:	Options:
Tiffany O'Sheal	tiffanyosheal@ballstate.bsu.edu	Department of Administrative Services	
Tiffany O'Sheal	bevins.4@wright.edu	Department of Administrative Services	

3. Make the required name changes and click “Save” OR click “Assign to Another Entity”, make selection and click “add” OR click “delete”. All changes are immediate. If you delete them from the system by accident, you must re-add them before they can access any owner functions.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Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access

Owners: Edit

First Name: Tiffany

Last Name: O'Sheal

Email Address: bevins [illegible] right.edu

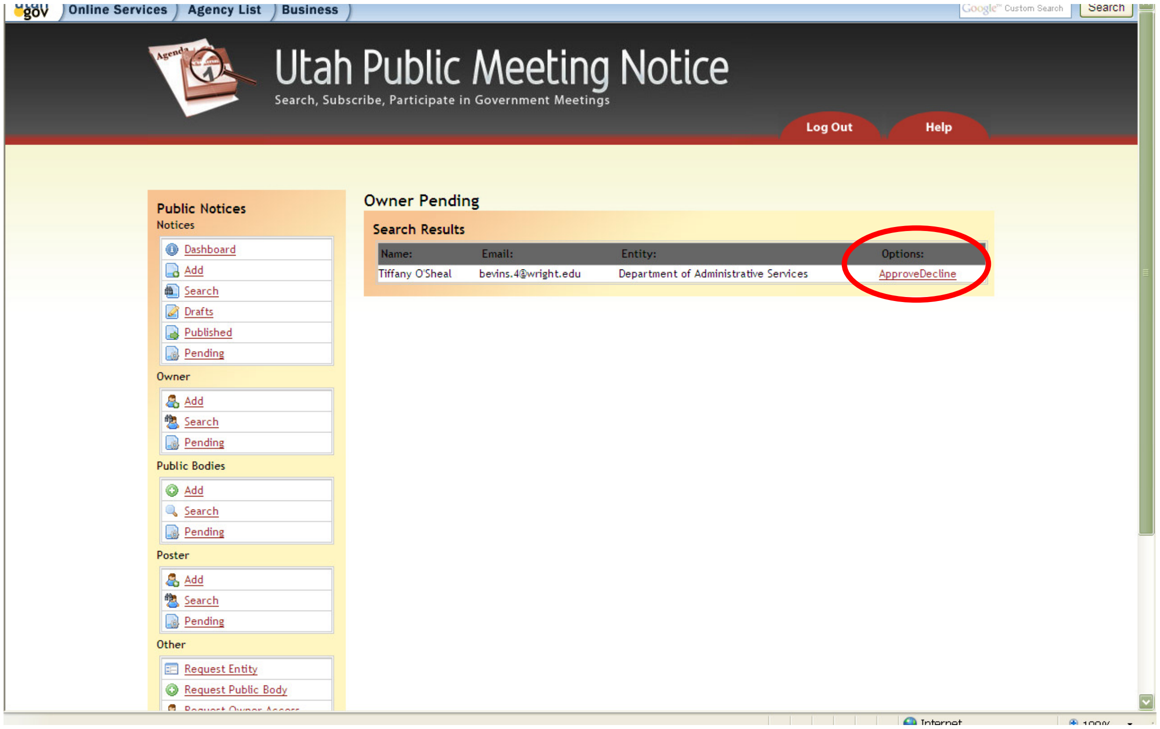
Assigned Entities (Assign to another entity)

Entity	Action
Department of Administrative Services	⊖

Pending Owners

If someone has requested owner access for your entity, they will show up in your owners section under pending.

To approve them as an owner for your entity, click "approve". If you are unsure who this person is, or do not want them as an owner for the entity, please click "decline." Please be aware of who you are approving as an owner for your entity, as they will have access to all of the entity's information on the UPNW. When in doubt, click "decline" because you can always add them later.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Add
Search
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Other
Request Entity
Request Public Body
Request Owner Access
Internet
100%

Owner Pending

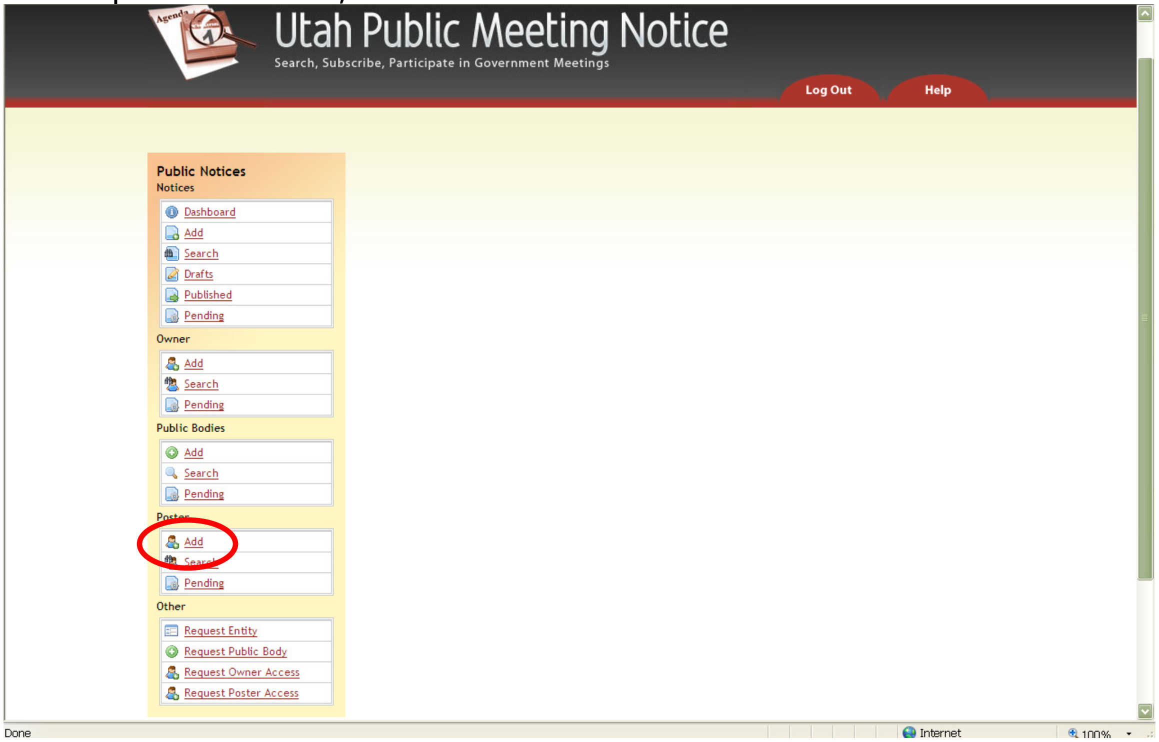
Search Results

Name:	Email:	Entity:	Options:
Tiffany O'Sheal	bevins.4@wright.edu	Department of Administrative Services	ApproveDecline

Adding a Poster

To add a poster to the system, you must first have the public body that the poster will be associated with already in the system.

1. In the poster section, click “add”.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Poster
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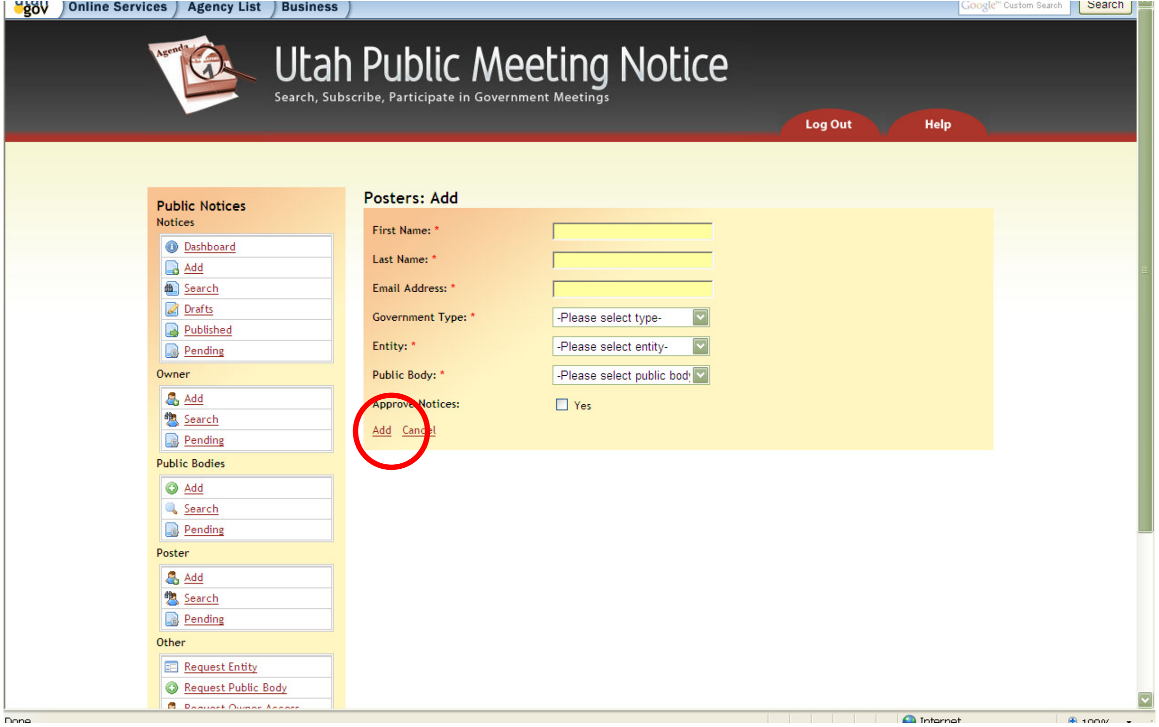
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Done
Internet
100%

2. You must enter the poster's first and last name and email address. The email address must correspond to the email address that the poster will login to the UPNW with. Then select your government type, entity name, and public body that the poster will be associated with from the drop-down selections. Click the "yes" box if you wish the poster to be able to approve their own notices (this gives them access rights to be able to post notices without the owner's prior approval). After you have entered all of the information, click "add".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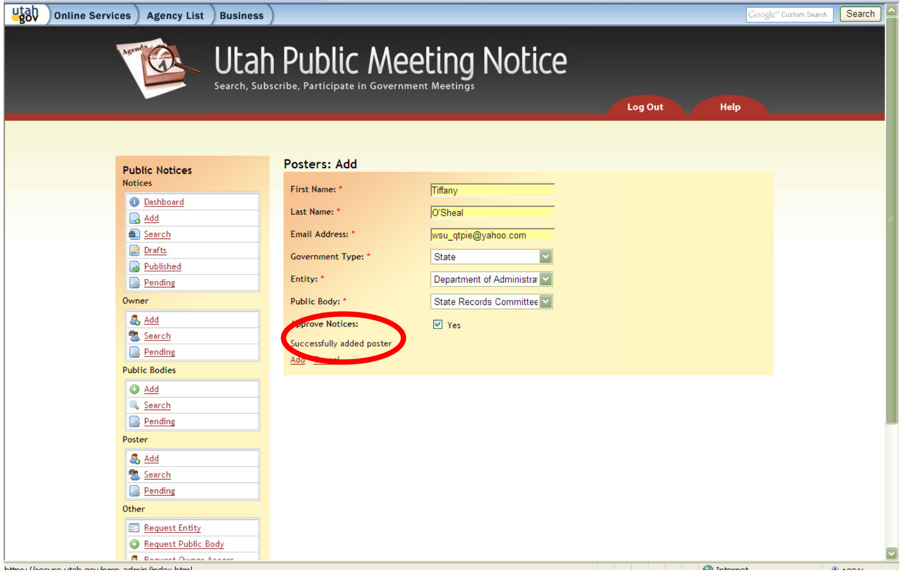
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Done
Internet

Posters: Add

First Name: *
Last Name: *
Email Address: *
Government Type: * -Please select type-
Entity: * -Please select entity-
Public Body: * -Please select public bod
Approve Notices: ☐ Yes

Add
Cancel

3. Once you have successfully added the poster to the public body, you will get a confirmation message that says "Successfully added poster".



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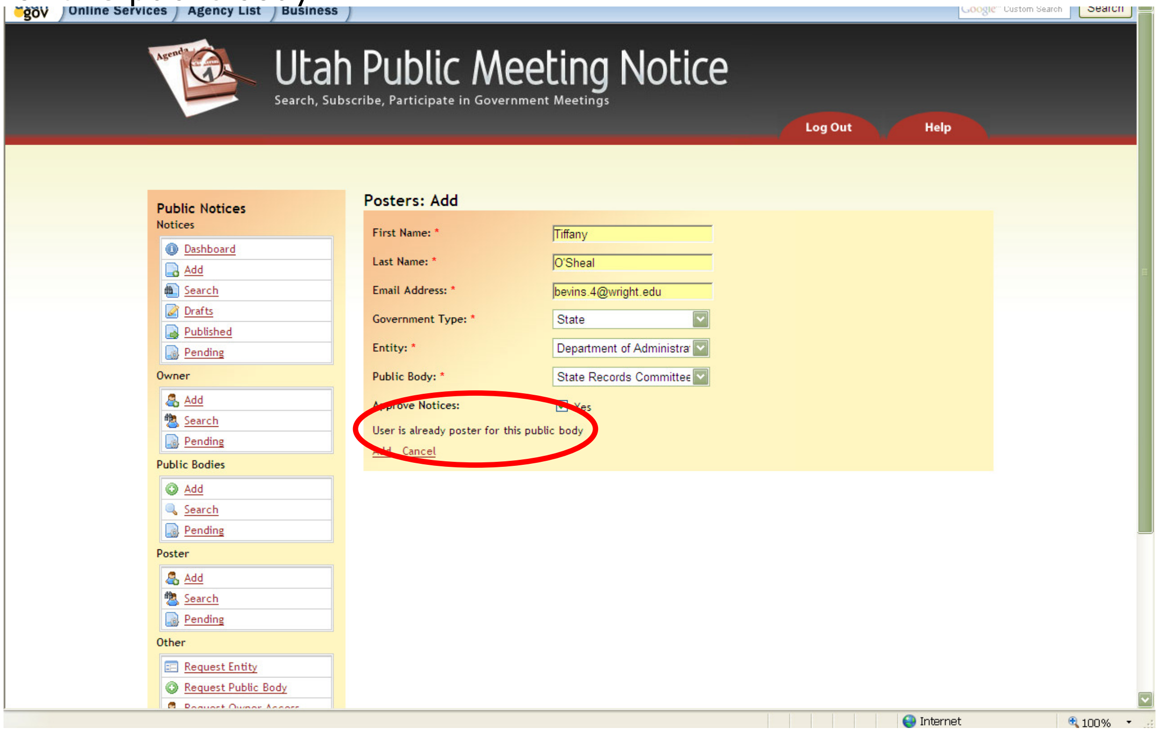
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Add
Cancel

Posters: Add

First Name: * Tiffany
Last Name: * O'Sheal
Email Address: * wsu_qtpie@yahoo.com
Government Type: * State
Entity: * Department of Administra
Public Body: * State Records Committee
Approve Notices: ☑ Yes
Successfully added poster

4. If the poster is already registered as a poster for that public body, you will get a message that says "User is already poster for this public body".



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Pending
Public Bodies
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Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Add
Cancel
Internet
100%

Posters: Add

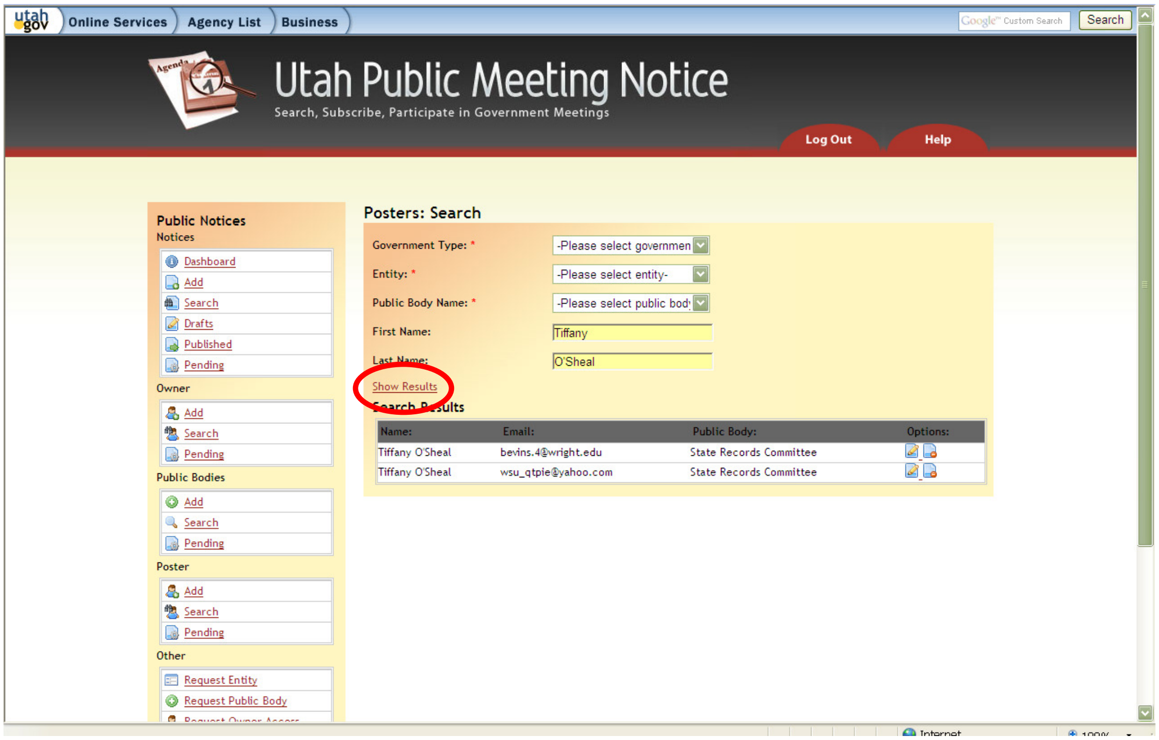
First Name: * Tiffany
Last Name: * O'Sheal
Email Address: * bevins.4@wright.edu
Government Type: * State
Entity: * Department of Administra
Public Body: * State Records Committee
Approve Notices: ☑ Yes
User is already poster for this public body

5. To add a poster to multiple public bodies, simply change the public body name and then click "add" until you have added the poster to all of the public bodies you wish.

Searching for a Poster

If you want to see a listing of your posters or change any of their information, you must first search for them.

1. In the poster section, click “Search”. The last poster you added to the system will first appear in the search results. To search for a different poster, select the government type, entity name, public body name, and first or last name. Then click “Show Results”.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Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Internet
100%

Posters: Search

Government Type: * -Please select governmen

Entity: * -Please select entity-

Public Body Name: * -Please select public bod

First Name: Tiffany

Last Name: O'Sheal

Show Results

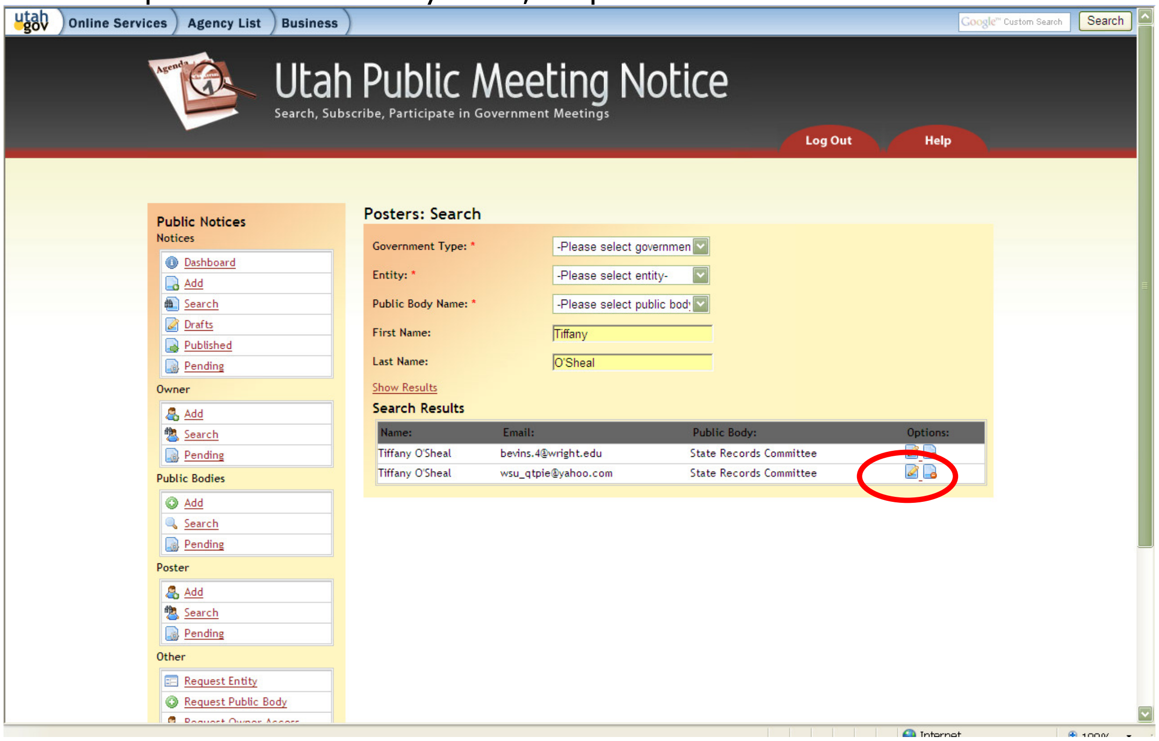
Search Results

Name:	Email:	Public Body:	Options:
Tiffany O'Sheal	bevins.4@wright.edu	State Records Committee	
Tiffany O'Sheal	wsu_qtpie@yahoo.com	State Records Committee	

Editing Poster Information & Deleting Poster

To edit poster information, first search for the poster (see previous section).

1. After you have located the poster in the system, you can edit their information or delete them from the system.
2. To edit the poster information, click on the edit button. To delete a poster from the system, skip to #5.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Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Show Results
Internet

Posters: Search

Government Type: * -Please select governmen

Entity: * -Please select entity-

Public Body Name: * -Please select public bod

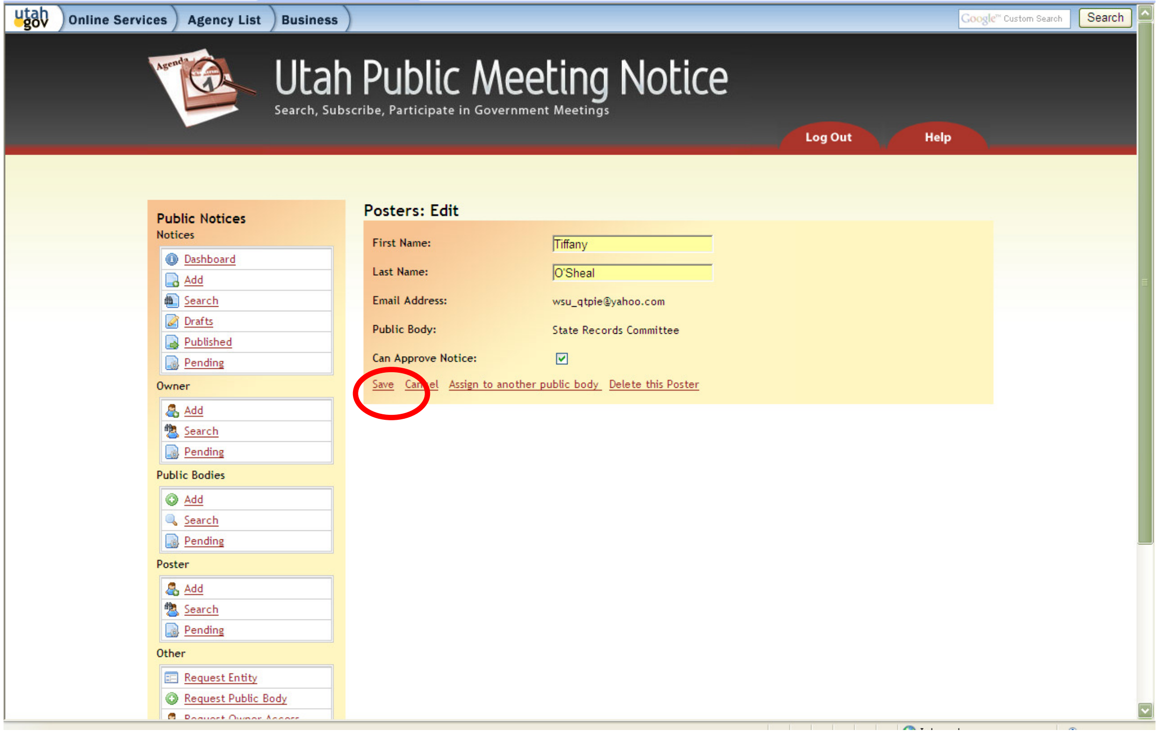
First Name: Tiffany

Last Name: O'Sheal

Search Results

Name:	Email:	Public Body:	Options:
Tiffany O'Sheal	bevins.4@wright.edu	State Records Committee	
Tiffany O'Sheal	wsu_qtpie@yahoo.com	State Records Committee	

3. You can change the poster's first name, last name, or their approval rights. After you have made the desired changes, click "save" to updated the system.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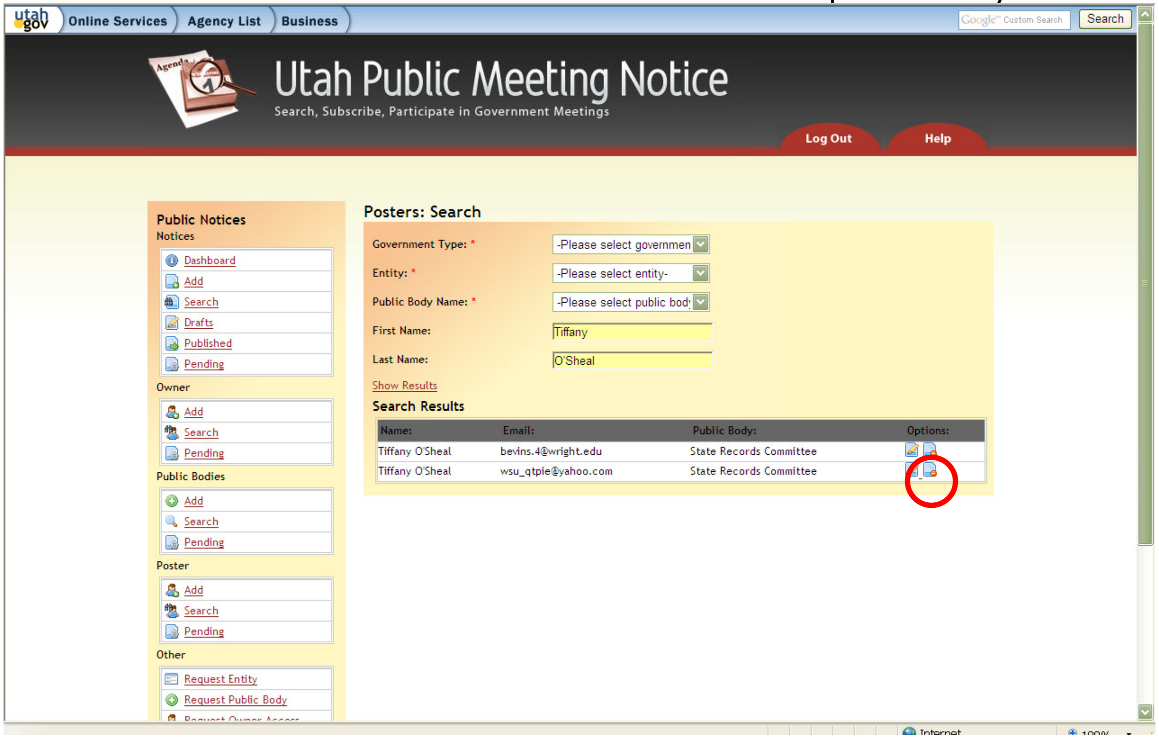
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Save
Cancel
Assign to another public body
Delete this Poster

Posters: Edit

First Name: Tiffany
Last Name: O'Sheal
Email Address: wsu_qtpie@yahoo.com
Public Body: State Records Committee
Can Approve Notice: ☑

4. You can also delete the poster from this public body by clicking "Delete this poster" on this screen. If you want to assign the poster to an additional public body, you can also do this by clicking "Assign to another public body". If you need to change the email address for a poster, you must delete them from the system and then re-add them by adding a poster (see section "Adding a Poster").

5. If you do not need to edit a poster's information, but you just want to delete them, click on the delete button. Once you click "delete", the poster will be removed from that public body only. If the poster is associated with multiple public bodies, simply click the delete button next to their name for each public body.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Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Internet

Posters: Search

Government Type: * -Please select governmen

Entity: * -Please select entity-

Public Body Name: * -Please select public bod

First Name: Tiffany

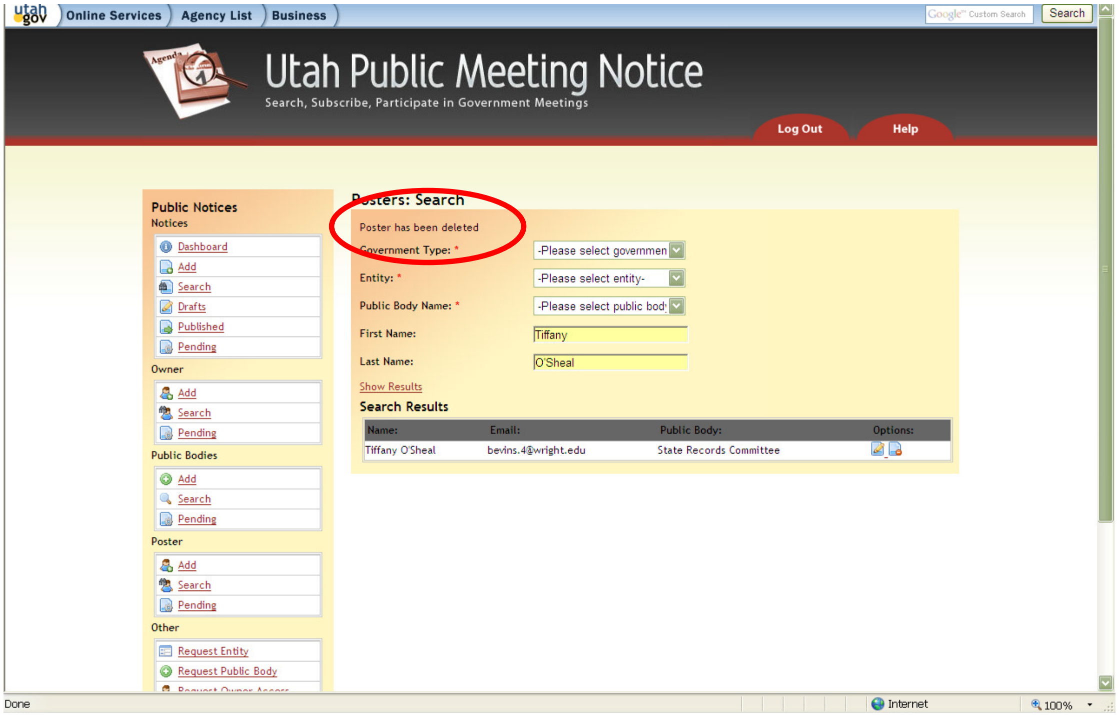
Last Name: O'Sheal

Show Results

Search Results

Name:	Email:	Public Body:	Options:
Tiffany O'Sheal	bevins.4@wright.edu	State Records Committee	
Tiffany O'Sheal	wsu_qtpie@yahoo.com	State Records Committee	

6. After deleting the poster, you will get a message that says "Poster has been deleted".


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Done
Internet
100%

Posters: Search

Poster has been deleted

Government Type: * -Please select governmen

Entity: * -Please select entity-

Public Body Name: * -Please select public bod

First Name: Tiffany

Last Name: O'Sheal

Show Results

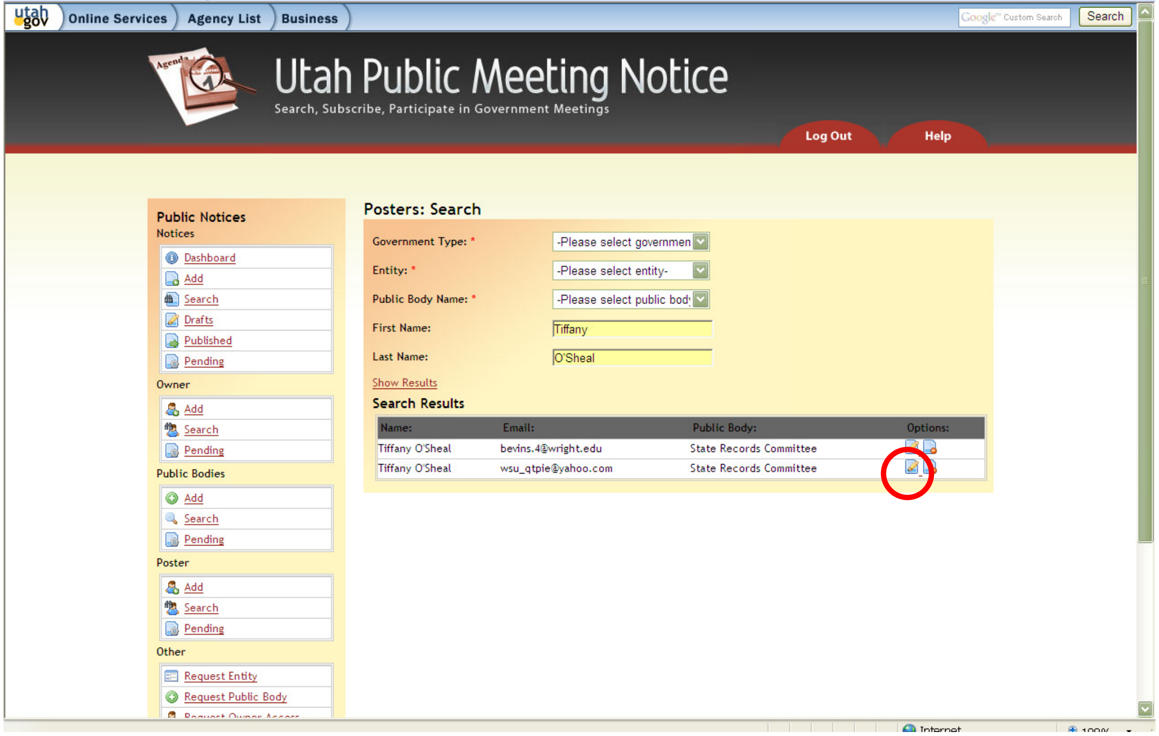
Search Results

Name:	Email:	Public Body:	Options:
Tiffany O'Sheal	bevins.4@wright.edu	State Records Committee	

Adding a Poster to Multiple Public Bodies

There are a few ways to add a poster to multiple public bodies.

1. If you are entering the poster for the first time, following the directions for adding a poster to a public body (see section on "Adding a Poster").
2. If you have already entered the poster in the system, you must first search for the poster (see section on "Searching for a Poster").
3. After locating the poster in the system, click the edit button.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Internet

Posters: Search

Government Type: * -Please select governmen

Entity: * -Please select entity-

Public Body Name: * -Please select public bod

First Name: Tiffany

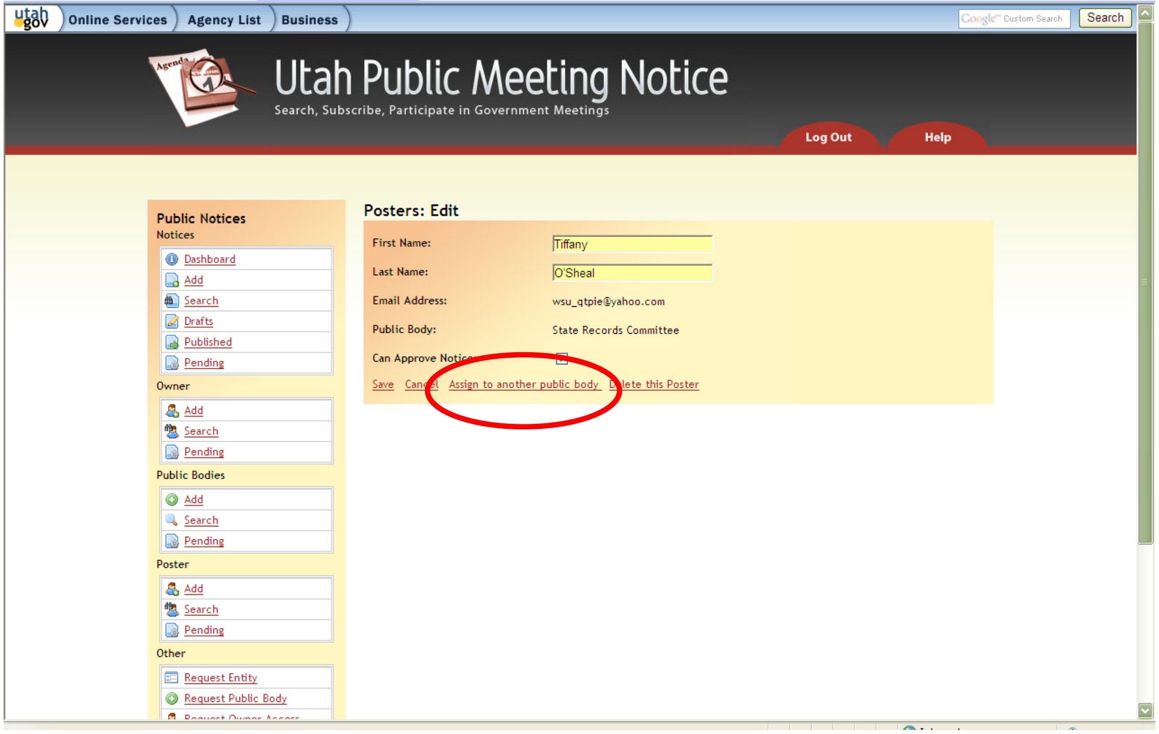
Last Name: O'Sheal

Show Results

Search Results

Name:	Email:	Public Body:	Options:
Tiffany O'Sheal	bevins.4@wright.edu	State Records Committee	
Tiffany O'Sheal	wsu_qtpie@yahoo.com	State Records Committee	

4. Click “Assign to another public body”. This will assign the poster to an **additional** public body.

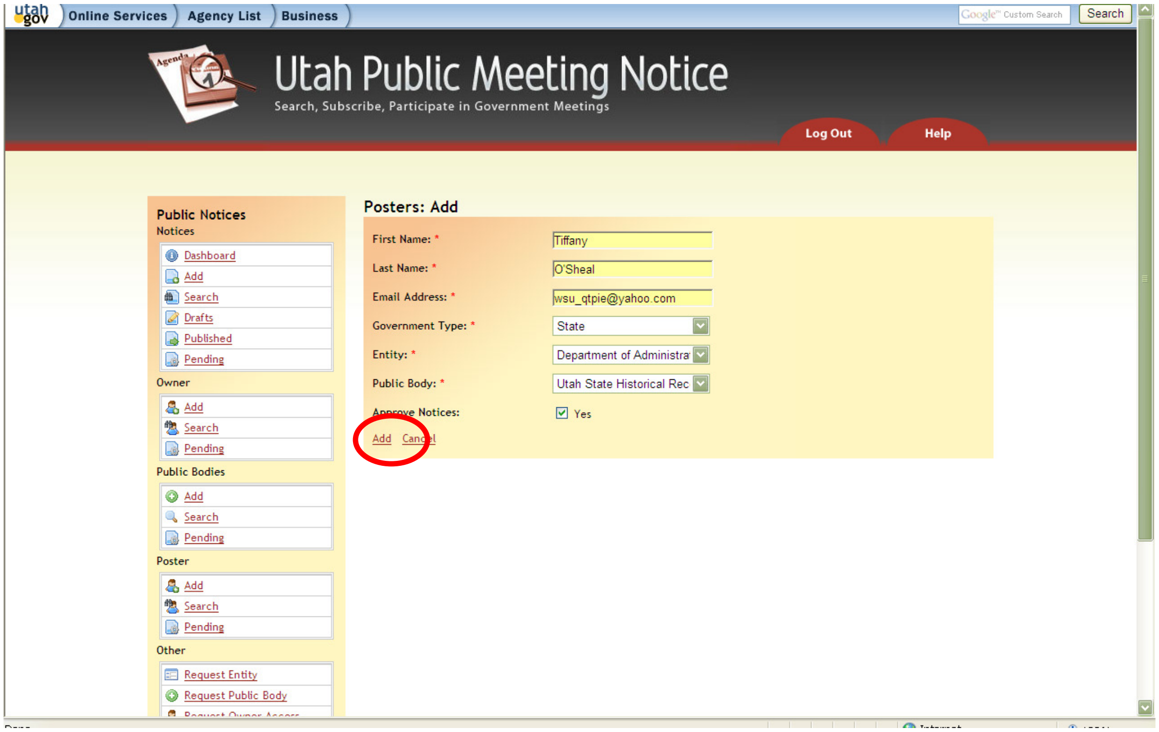

utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body

Posters: Edit

First Name: Tiffany
Last Name: O'Sheal
Email Address: wsu_qtpie@yahoo.com
Public Body: State Records Committee
Can Approve Notices: ☑

Save
Cancel
Assign to another public body
Delete this Poster

5. Select the additional public body you want to assign the poster to and click “add”.

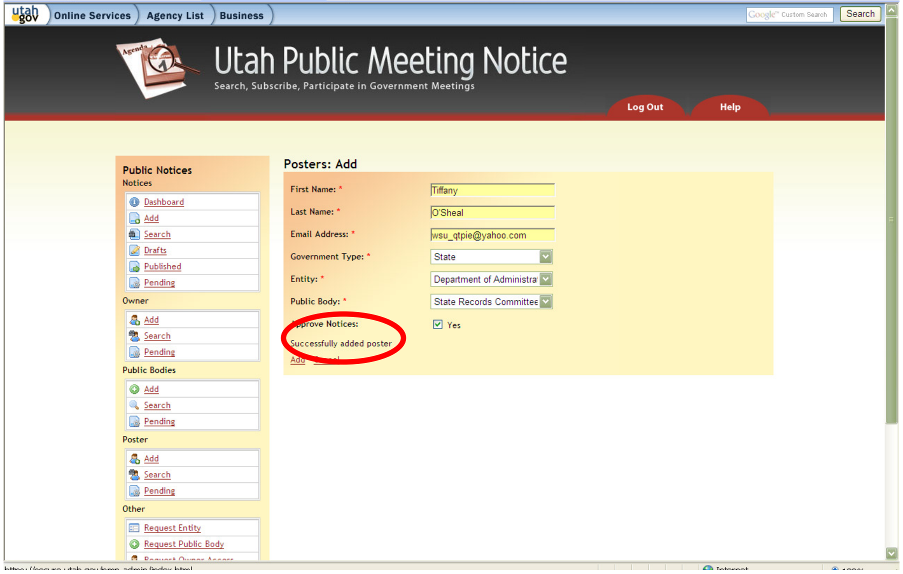

utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body

Posters: Add

First Name: * Tiffany
Last Name: * O'Sheal
Email Address: * wsu_qtpie@yahoo.com
Government Type: * State
Entity: * Department of Administra
Public Body: * Utah State Historical Rec
Approve Notices: ☑ Yes

Add
Cancel

6. Once you have successfully added the poster to the public body, you will get a confirmation message that says "Successfully added poster".


utah.gov
Online Services
Agency List
Business
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body

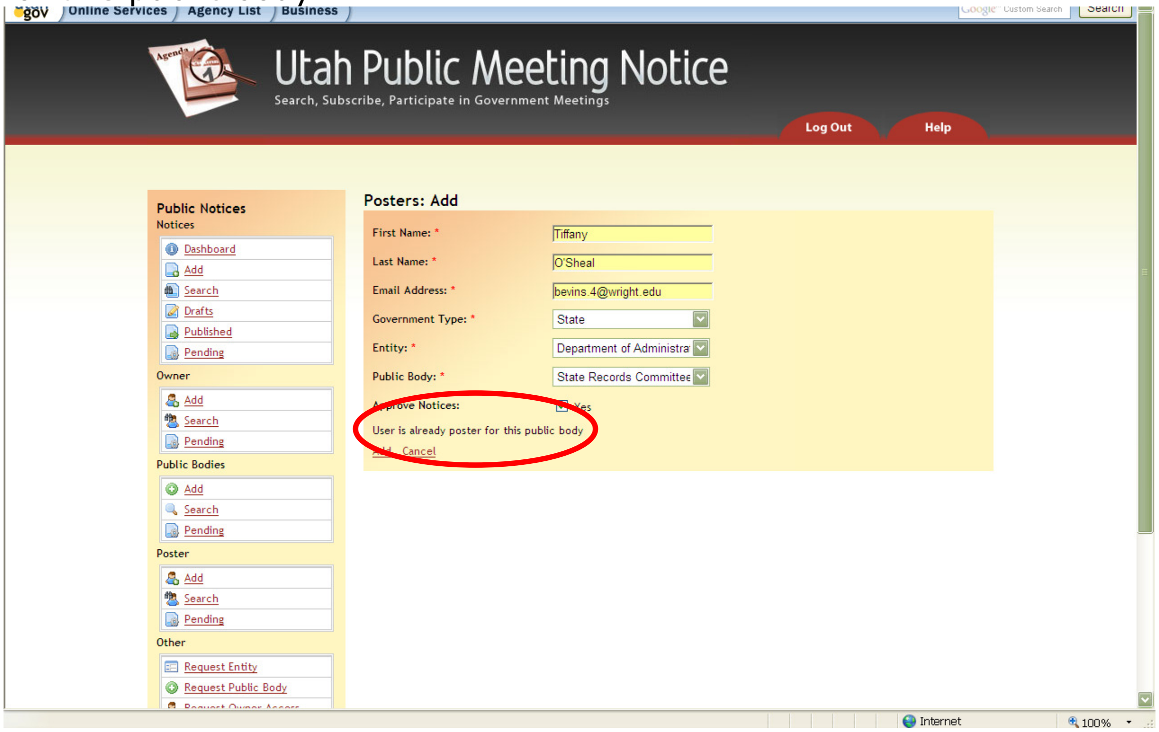
Posters: Add

First Name: * Tiffany
Last Name: * O'Sheal
Email Address: * wsu_qtpie@yahoo.com
Government Type: * State
Entity: * Department of Administra
Public Body: * State Records Committee
Approve Notices: ☑ Yes

Successfully added poster

Add Cancel

7. If the poster is already registered as a poster for that public body, you will get a message that says "User is already poster for this public body".


gov
Online Services
Agency List
Business
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Owner
Add
Search
Pending
Public Bodies
Add
Search
Pending
Poster
Add
Search
Pending
Other
Request Entity
Request Public Body
Internet
100%

Posters: Add

First Name: * Tiffany
Last Name: * O'Sheal
Email Address: * bevins.4@wright.edu
Government Type: * State
Entity: * Department of Administra
Public Body: * State Records Committee
Approve Notices: ☑ Yes

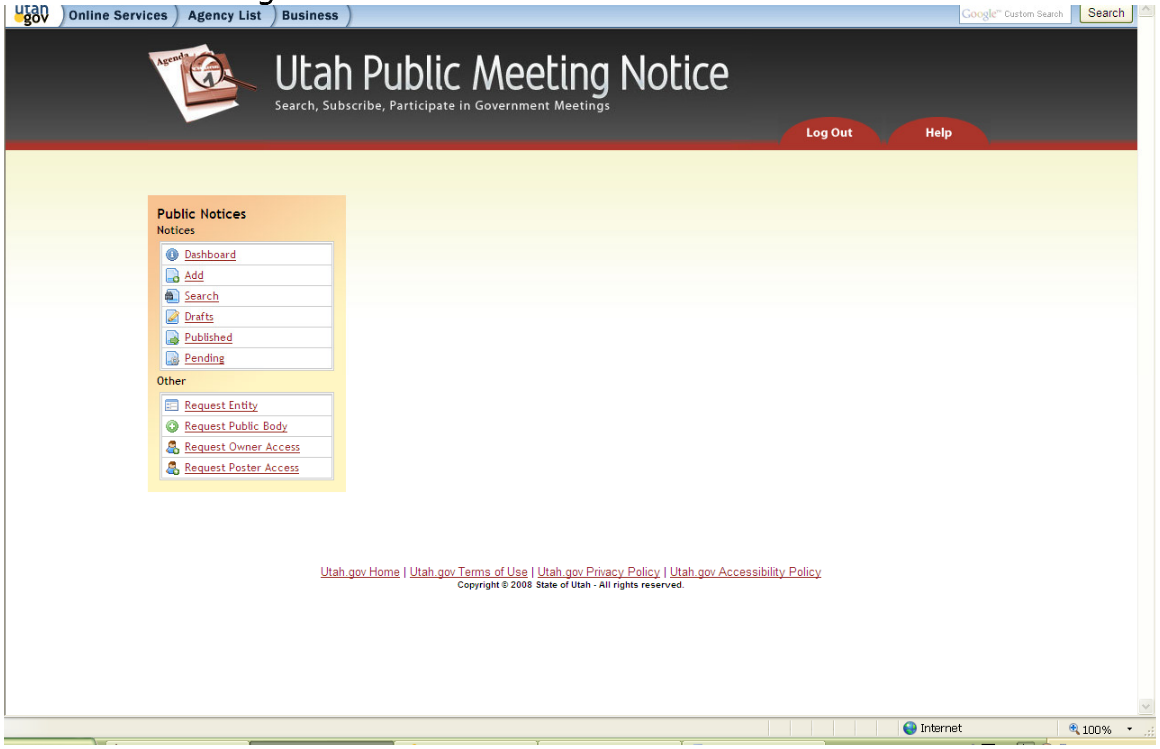
User is already poster for this public body

Add Cancel

Poster Administrative Interface

Poster will see fewer available options in their navigation bar upon login than an owner will see. This is due to the different levels of access that a poster has versus an owner.

Upon login (and after poster access has been given), the poster will see the following screen:


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
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Internet
100%

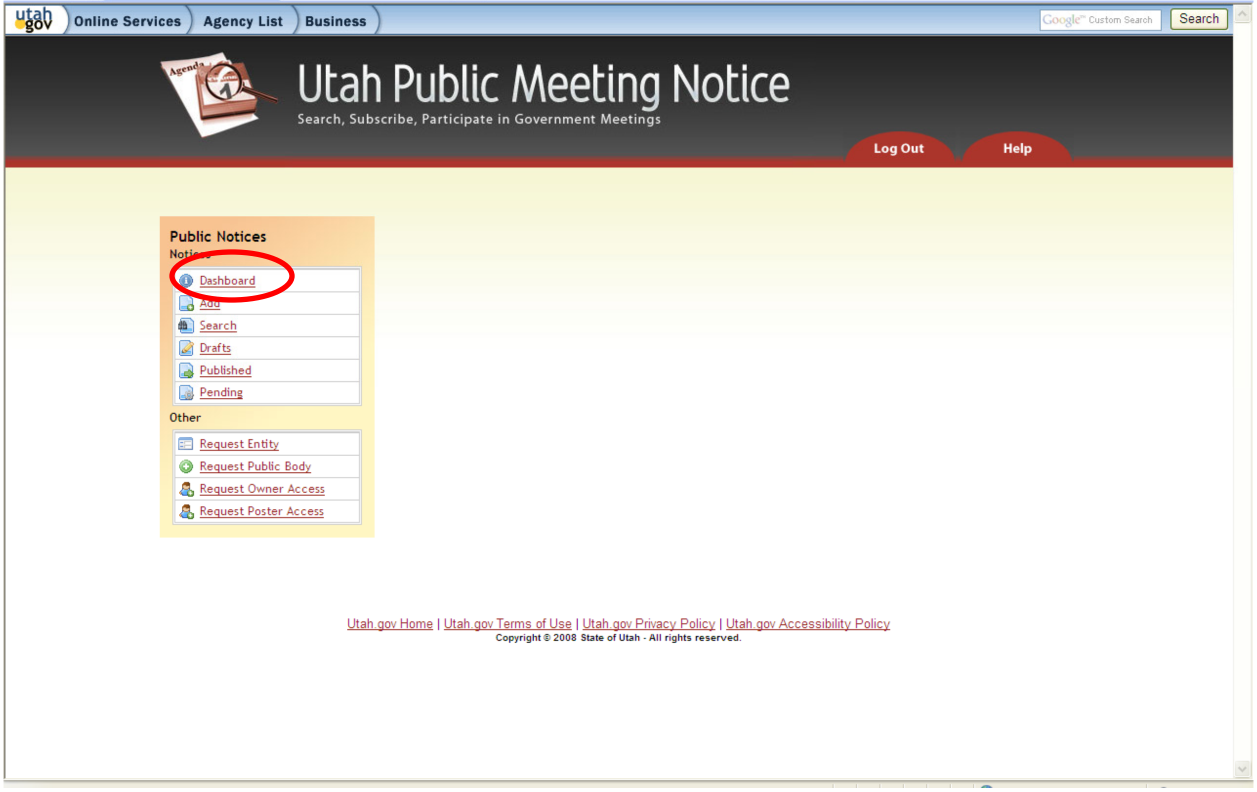
Posters have a "Notices" section and an "Other" section. Both of these sections are covered the "Notices" and "Other" sections of this manual and these options are available to owners as well.

Notices

The Notices section is where all of the links for adding, editing, searching, cancelling, and accessing drafts for public notices can be found.

Dashboard

The dashboard function gives you access to the most recent activity on the UPNW. To access the dashboard, click “Dashboard”.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
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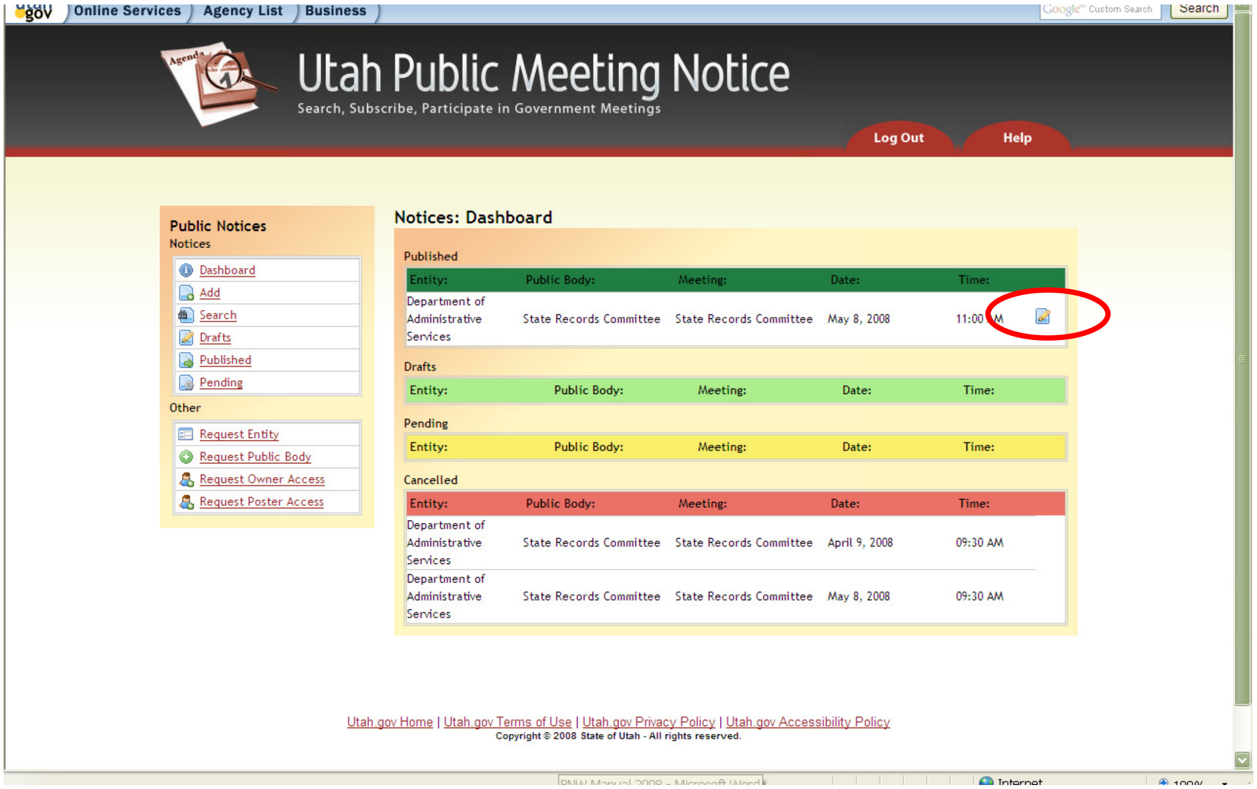
From the dashboard, you have quick access to the most ten recent published, drafts, pending, and cancelled notices that you have created. By clicking on the edit button next to a notice, you can quickly change any information that you need.


Online Services
Agency List
Business
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access

Notices: Dashboard

Published

Entity:	Public Body:	Meeting:	Date:	Time:
Department of Administrative Services	State Records Committee	State Records Committee	May 8, 2008	11:00 AM

Drafts

Entity:	Public Body:	Meeting:	Date:	Time:

Pending

Entity:	Public Body:	Meeting:	Date:	Time:

Cancelled

Entity:	Public Body:	Meeting:	Date:	Time:
Department of Administrative Services	State Records Committee	State Records Committee	April 9, 2008	09:30 AM
Department of Administrative Services	State Records Committee	State Records Committee	May 8, 2008	09:30 AM

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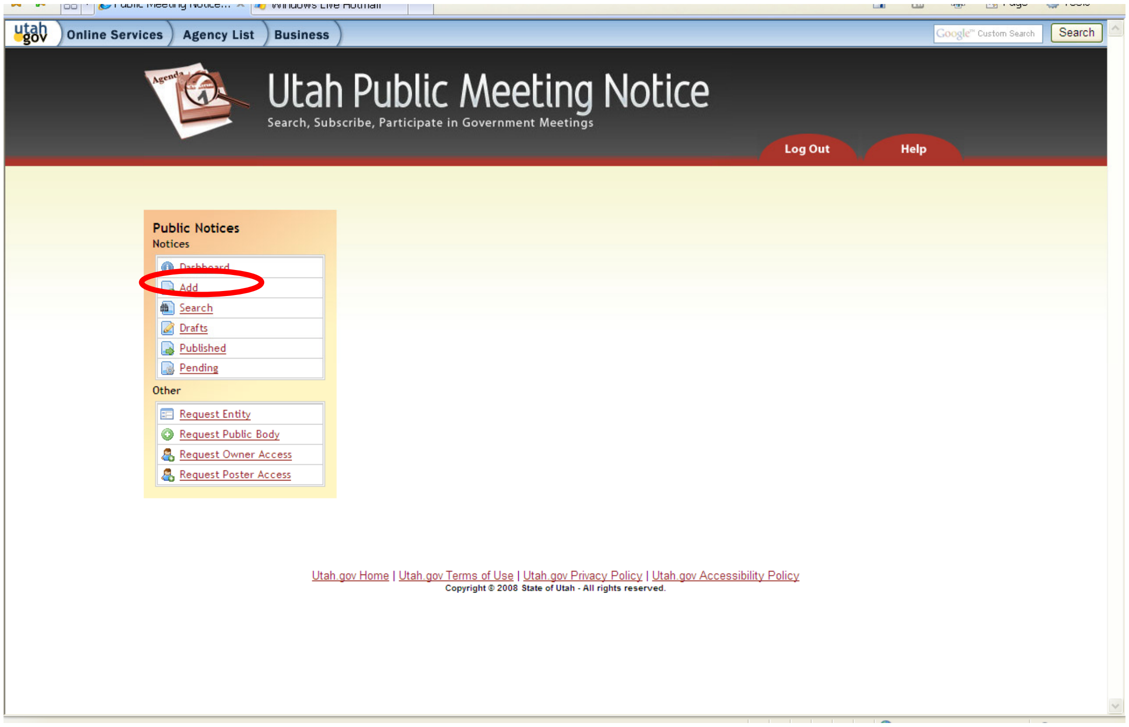
Adding a New Public Meeting/Bond Hearing Notice

1. When you are ready to add a new public meeting notice or public bond hearing notice to the website, click "add" in the notices section.


utah gov
Online Services
Agency List
Business
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
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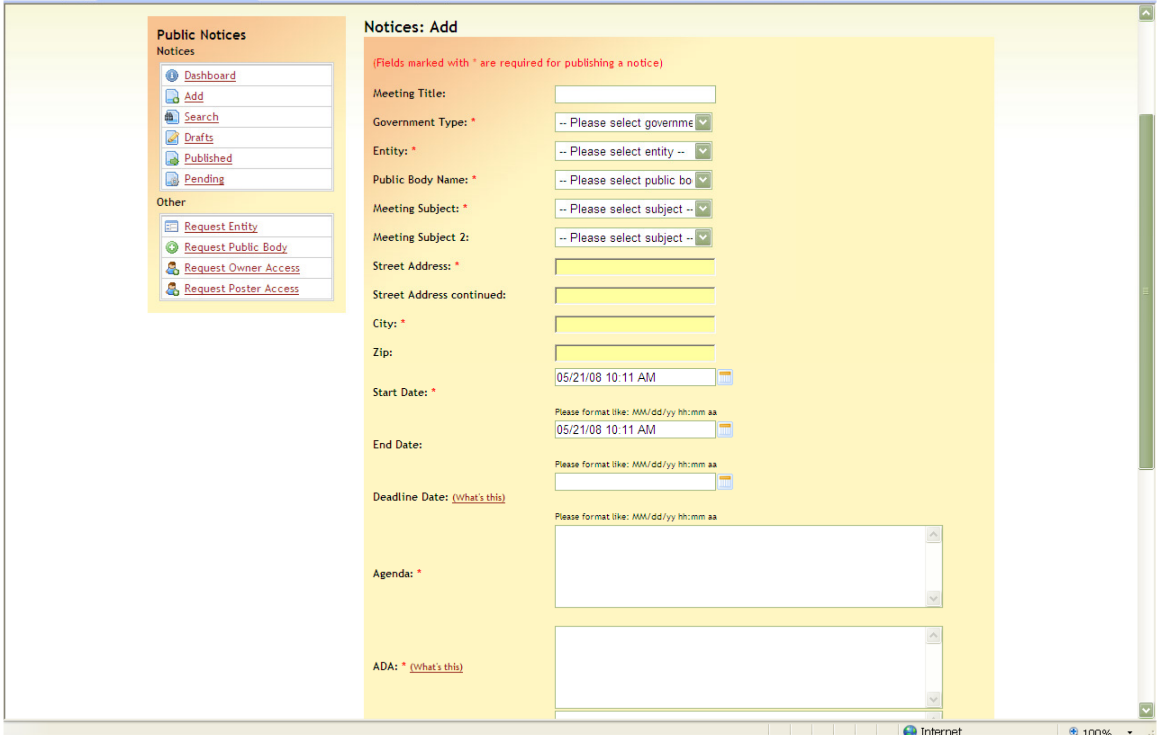
2. On this screen you will fill in all of the information for the notice. Some fields are required to be filled in. These will be marked with a red *. For information on how to fill in this form, please go to steps #3-22. All fields are unlimited in the amount of characters you can enter. You can also easily copy and paste your information from another document into the proper place in the form. I highly recommend that you type your notice into a word processing program, spell check it, and then copy and paste the corresponding portion into the correct field.



Notices: Add

(Fields marked with * are required for publishing a notice)

Meeting Title:

Government Type: * -- Please select governme

Entity: * -- Please select entity --

Public Body Name: * -- Please select public bo

Meeting Subject: * -- Please select subject --

Meeting Subject 2: -- Please select subject --

Street Address: *

Street Address continued:

City: *

Zip:

Start Date: * 05/21/08 10:11 AM

Please format like: MM/dd/yy hh:mm aa

End Date: 05/21/08 10:11 AM

Please format like: MM/dd/yy hh:mm aa

Deadline Date: (What's this)

Please format like: MM/dd/yy hh:mm aa

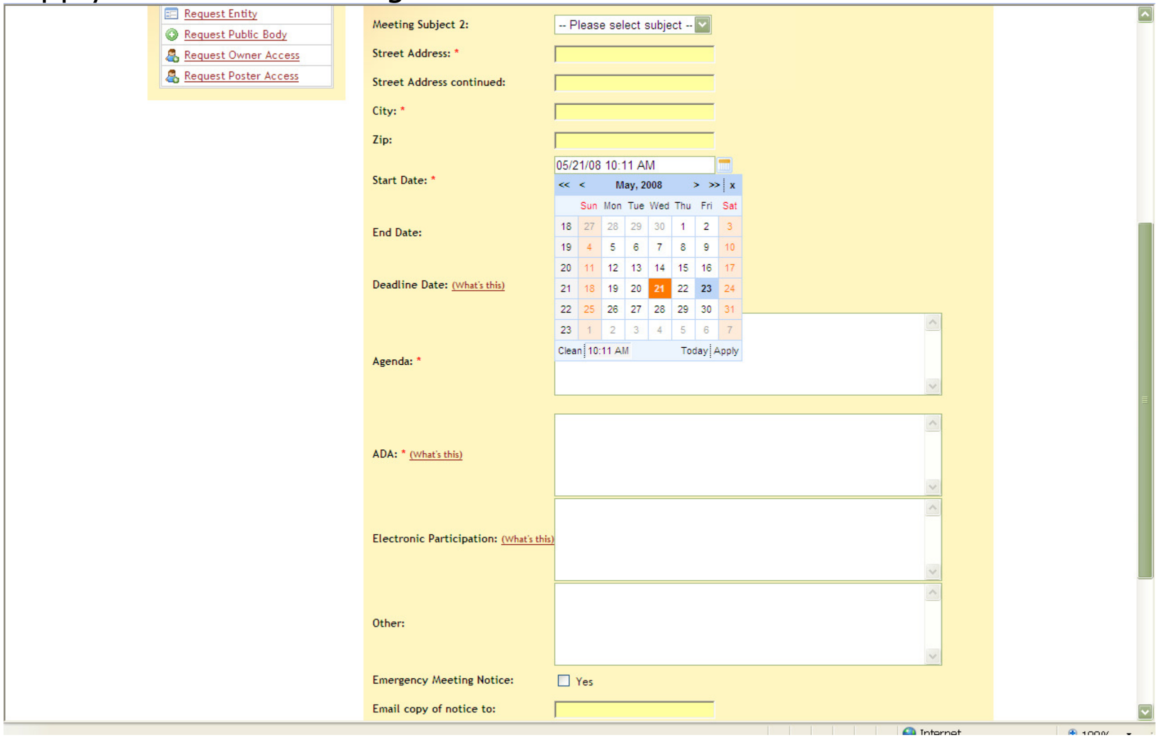
Agenda: *

ADA: * (What's this)

3. Meeting Title: This is the title of your meeting. You can be as descriptive as you want. However, please keep in mind that if someone uses a keyword search to find your meeting, meeting title is one of the two fields (agenda is the other) that are searched. Therefore, it is recommended that you be descriptive if possible. For example, if someone searches by the keyword “water” and you have “Water Board” somewhere in your meeting title, then the chances of them finding your meeting are greatly increased. And example of a meeting title could be “Water Board Meeting” or “State Records Committee Monthly Meeting” or “Salt Lake City Council Meeting”, etc.
4. Government Type: Select the government type of your meeting (State, County, Cities, Schools, or Special Districts). After you have selected a government type, it will generate a list of entities that you have permission to post for in the entity field.

5. Entity: Select the name of the entity you are posting for (ex. Department of Administrative Services or Salt Lake City, or South Davis Sewer District). After you have selected an entity name, it will generate a list of public bodies for that entity for which you have permission to post for in the public body field.
6. Public Body Name: Select the name of the public body for which you are posting for.
7. Meeting Subject: Topic of discussion at the meeting or agenda items or very generally, the types of things that you will be discussing, for example, "budgeting" or "water and irrigation" or "zoning".
8. Meeting Subject 2: Another topic of discussion at the meeting.
9. Street Address: Location of the meeting. Please note that in order to obtain a closer map result when the public uses the mapping function, it is recommended that you enter the street address of the meeting location in this field.
10. Street Address 2: Location of the meeting continued. It is recommended that you enter the room number, building name, etc. in this field.
11. City: City where the meeting is being held.
12. Zip: Zip code of where the meeting is being held (if known).

13. Start Date: This is the start date and time of the MEETING (the default is the current date and time). Please note that you cannot post a start date and time for a meeting that has already occurred (i.e., you cannot backdate a meeting notice).
    a. To change the start date, click on the calendar button. Today's date will appear in orange after you click on a different date. When you select the date of the meeting, it will appear in blue. To change the time of the meeting, click on the time in the bottom left-hand corner of the calendar and enter the desired time. Then click "Okay". After you have selected the proper date and time, click "Apply" in the bottom right-hand corner of the calendar.



Meeting Subject 2: -- Please select subject --
Street Address: *
Street Address continued:
City: *
Zip:
Start Date: * 05/21/08 10:11 AM
End Date:
Deadline Date: (What's this)
Agenda: *
ADA: * (What's this)
Electronic Participation: (What's this)
Other:
Emergency Meeting Notice: ☐ Yes
Email copy of notice to:

<< <	May, 2008	> >>	x				
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31
23	1	2	3	4	5	6	7
Clean	10:11 AM					Today	Apply

14. End Date: This is the end date and time of the meeting (if known). The default is the current date and time. If you do not know what time the meeting will be over, you can get rid of the end date and time by clicking on the calendar and then click "Clean" in the bottom left-hand corner of the calendar, next to the time. Then click "Apply". This will clear the end date field.
15. Deadline Date: This is a deadline date that may be associated with the meeting, for example, if you have a deadline for submitting written comments, or public requests to speak at a meeting or hearing, you can enter in a deadline date.
16. Agenda: The agenda for your meeting or the entire public notice for a bond hearing. You can copy and paste this from your word processing document into this field. You should not just use

"See attached agenda" in this field because it will not be searchable for the public and your subscribers will not be able to receive attachments (they will have to look at these on the website).

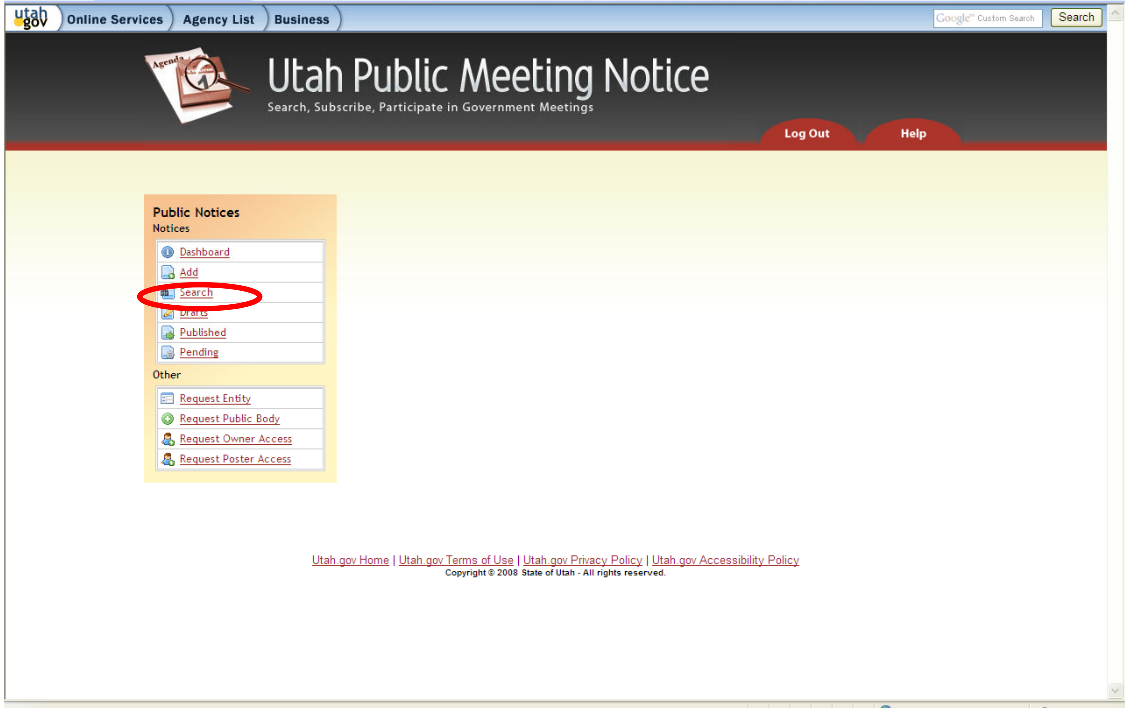
17. ADA (American's with Disabilities Act): This is your statement of special accommodation to those who need accommodation at your meeting, such as auxiliary hearing devices or a translator. If the owner has created default information for this public body, the default statement will appear here. The ADA statement should include who the public should contact if they need assistance as well as how, and when.
18. Electronic Participation: If your public body has a policy regarding electronic participation at public meeting by its members, then this statement should appear here. This includes teleconference or other electronic means. If the owner has created default information for this public body, the default statement will appear here.
19. Other: This is a field where you can input any other information that you deem pertinent to public knowledge that does not have a field elsewhere. Examples of "other" include directions to a meeting location that is not well known, contact information for this specific meeting if it may be different from the normal public body contact, list of upcoming meeting dates or the typical dates that the public body meets, etc.
20. Emergency Meeting Notice: Click the box if this is an emergency meeting. The Open and Public Meetings Act has very specific rules for what constitutes an emergency meeting. Please see UCA 52-4-202(5) for the rules on emergency meetings. Please remember that just because you are late posting your notice does not constitute an emergency meeting!
21. Email copy of notice to: If you want to email a copy of this notice to a specific person, enter their email address here. If you have multiple email addresses, separate them with a comma.
22. Attachments: If you would like to attach files to your notice, click browse, find your file, click open, and then click the attach button. Your file will then appear with your notice. There is currently no limit to the amount of files you can attach or the file size or format. Please keep in mind that the public is trying to view your documents and the types of documents you attached should be in generally accessible formats, such as word documents or in a pdf.

23. After you have filled in your notice form, there are several actions you can perform. Be sure you know what you are selecting before you click it!
    a. Clear Fields: this function will clear you entire form. Do not click it unless you intend to!
    b. Publish: this function will publish the notice you are working on to the website immediately.
    c. Publish and Create New: this function will publish the notice you are currently working on and bring in a new form will your current information to allow you to publish a new notice. This is a helpful function if you are publishing several notices at one time.
    d. Save: this function will save the notice you are working on as a draft. This draft will not be published to the website and is a working document.
    e. Cancel: cancels what you are doing and exits you out of the notice: add screen.
24. If you click on "Publish" or "Publish and Create New" you will receive a notification that your notice either 1) was successfully created or 2) has errors because you are missing required information.

Please note that once a notice has been published, it CANNOT be removed from the system. It can only be edited or cancelled. Drafts however, CAN be deleted from the system, because they are not published. When in doubt about a meeting…create a draft!

Searching for Notices

1. In the notices section, click "Search".


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
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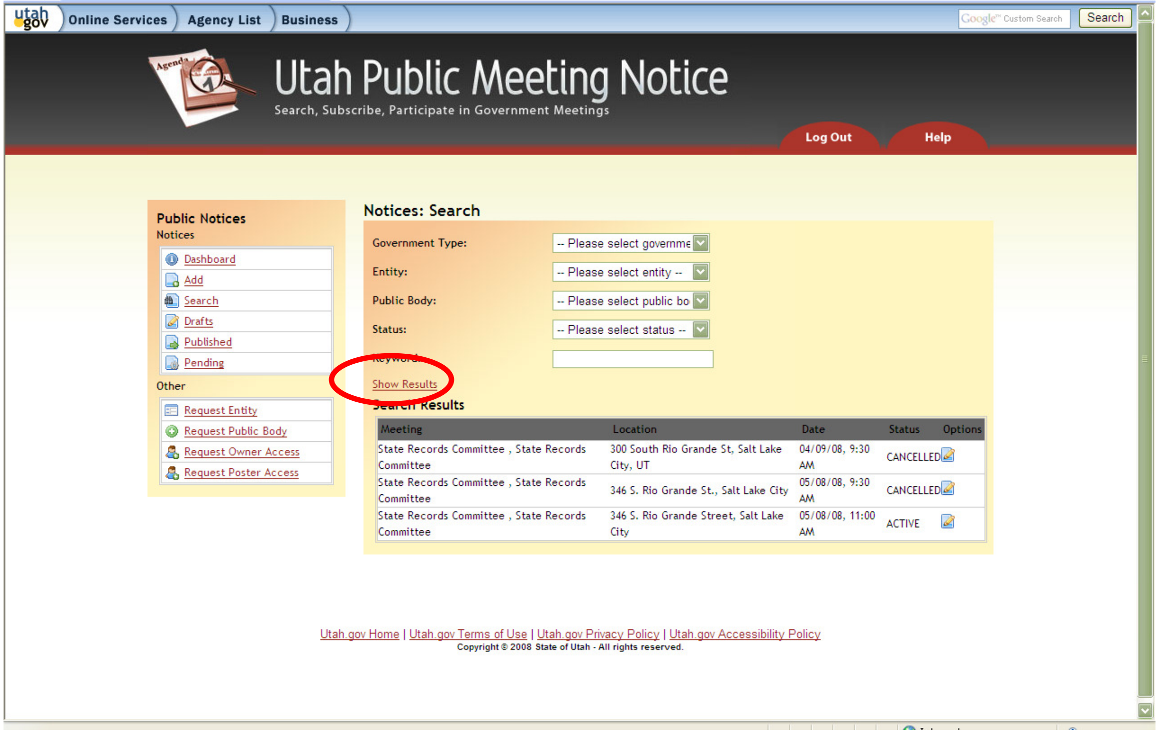
2. All of the notices that you have created will appear below in the search results. To narrow your search, select the government type, entity name, public body name, and/or status of the meeting you wish to search for. The status of your meeting will be active (currently published on the website and not cancelled), cancelled (the meeting has been cancelled), a draft (draft form and not published on the website), or pending (awaiting approval by the owner if poster does not have access rights). You can also enter a keyword. After you have entered the desired search parameters, click "Show Results".


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access

Notices: Search

Government Type: -- Please select governme

Entity: -- Please select entity --

Public Body: -- Please select public bo

Status: -- Please select status --

Keyword:

Show Results

Search Results

Meeting	Location	Date	Status	Options
State Records Committee , State Records Committee	300 South Rio Grande St, Salt Lake City, UT	04/09/08, 9:30 AM	CANCELLED	
State Records Committee , State Records Committee	346 S. Rio Grande St., Salt Lake City	05/08/08, 9:30 AM	CANCELLED	
State Records Committee , State Records Committee	346 S. Rio Grande Street, Salt Lake City	05/08/08, 11:00 AM	ACTIVE	

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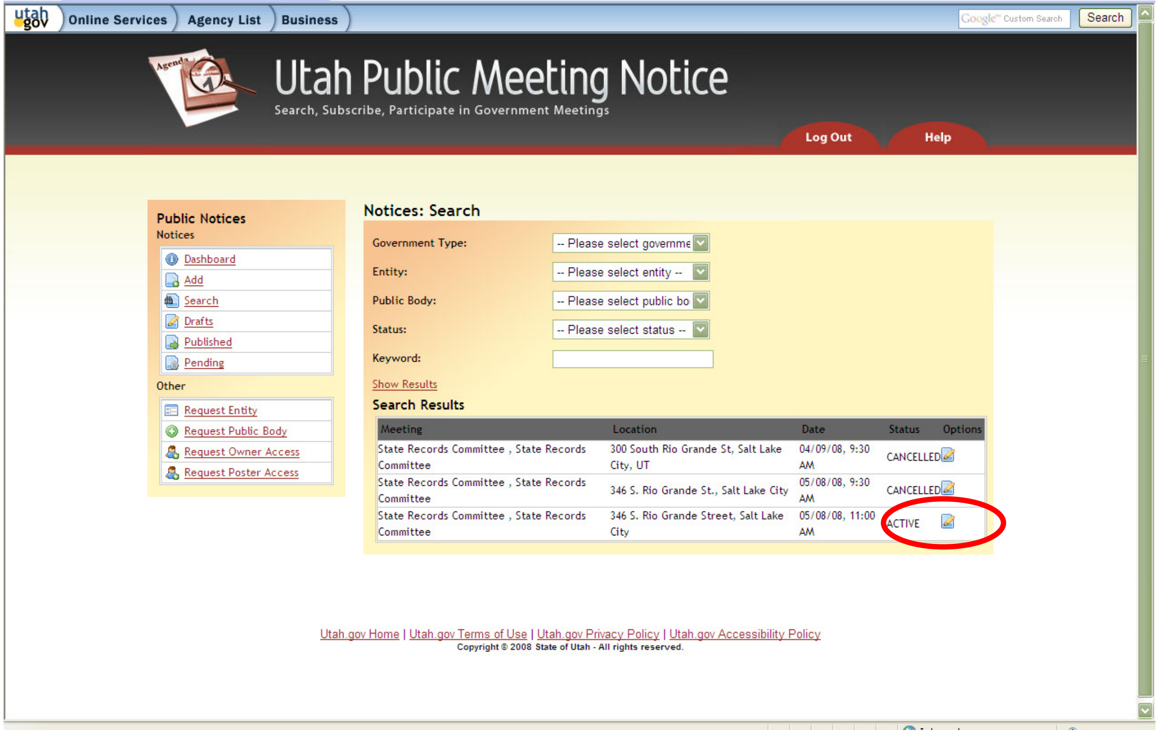
3. You can view your notice information or edit your information, by clicking on the edit button.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Show Results
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Notices: Search

Government Type: -- Please select governme
Entity: -- Please select entity --
Public Body: -- Please select public bo
Status: -- Please select status --
Keyword:

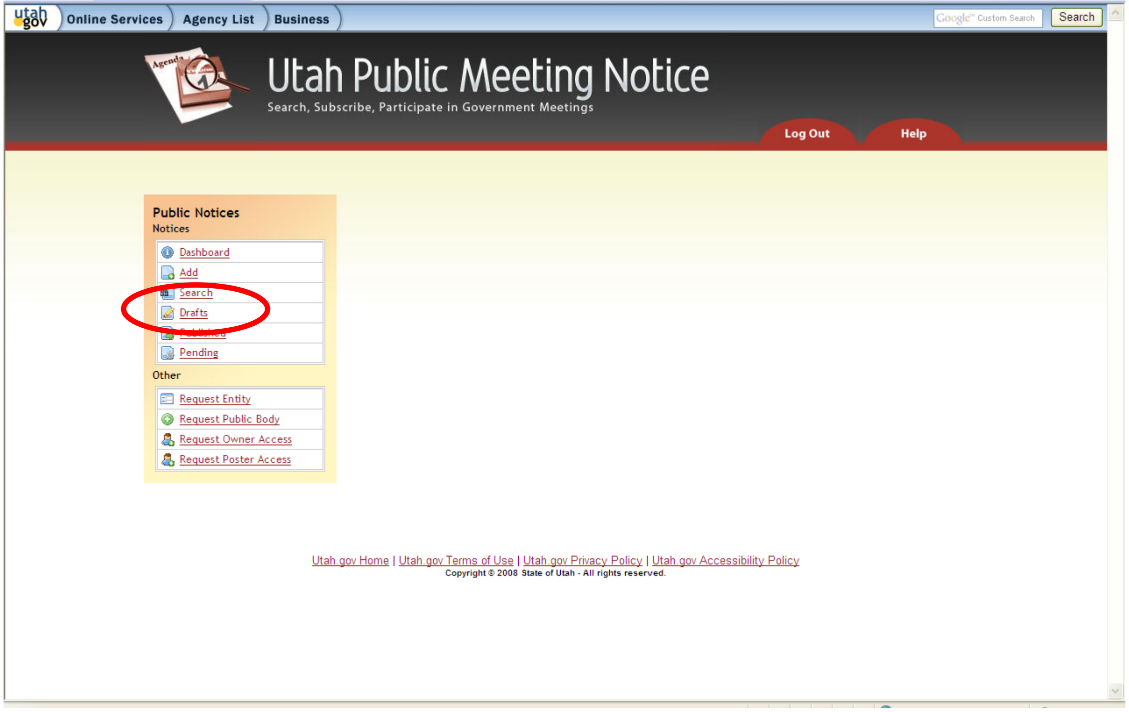
Search Results

Meeting	Location	Date	Status	Options
State Records Committee , State Records Committee	300 South Rio Grande St, Salt Lake City, UT	04/09/08, 9:30 AM	CANCELLED	✎
State Records Committee , State Records Committee	346 S. Rio Grande St., Salt Lake City	05/08/08, 9:30 AM	CANCELLED	✎
State Records Committee , State Records Committee	346 S. Rio Grande Street, Salt Lake City	05/08/08, 11:00 AM	ACTIVE	✎

Draft Notices

Viewing your draft meetings allows you to see what notices you have created and saved.

1. In the notices section, click “Drafts”.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
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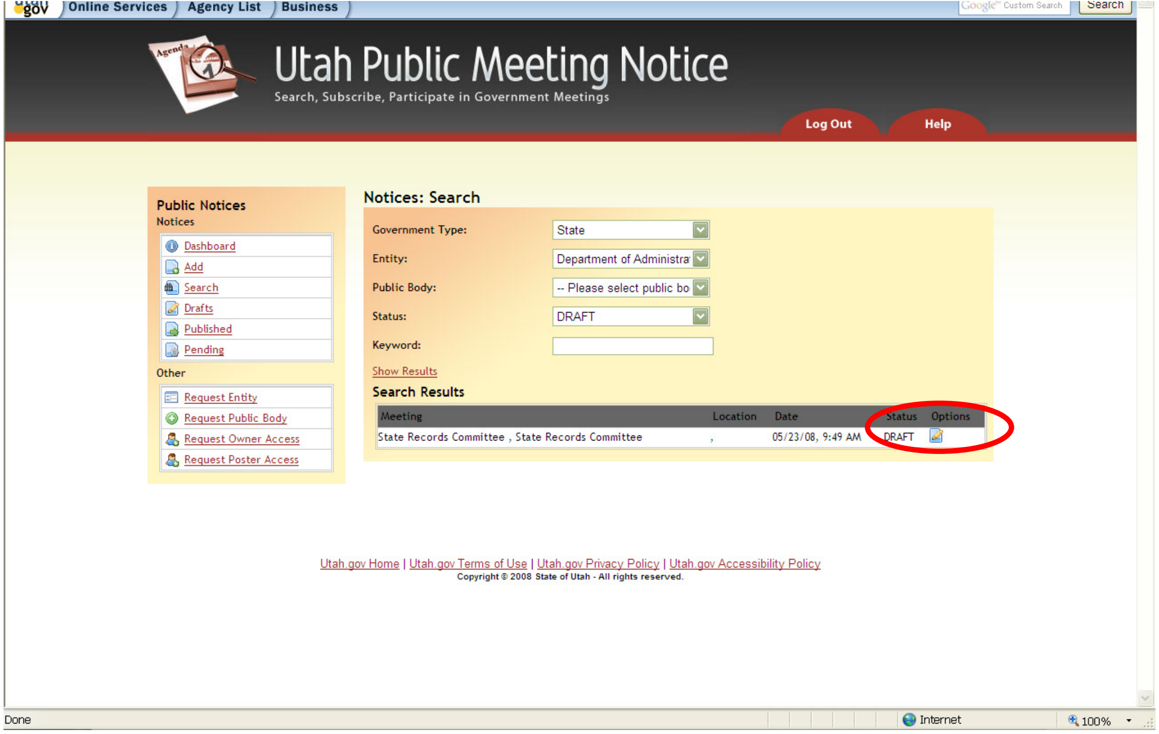
2. To view or edit a draft, click on the edit button.


Online Services
Agency List
Business
Google Custom Search
Search
Agenda
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Show Results
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Done
Internet
100%

Notices: Search

Government Type: State

Entity: Department of Administra

Public Body: -- Please select public bo

Status: DRAFT

Keyword:

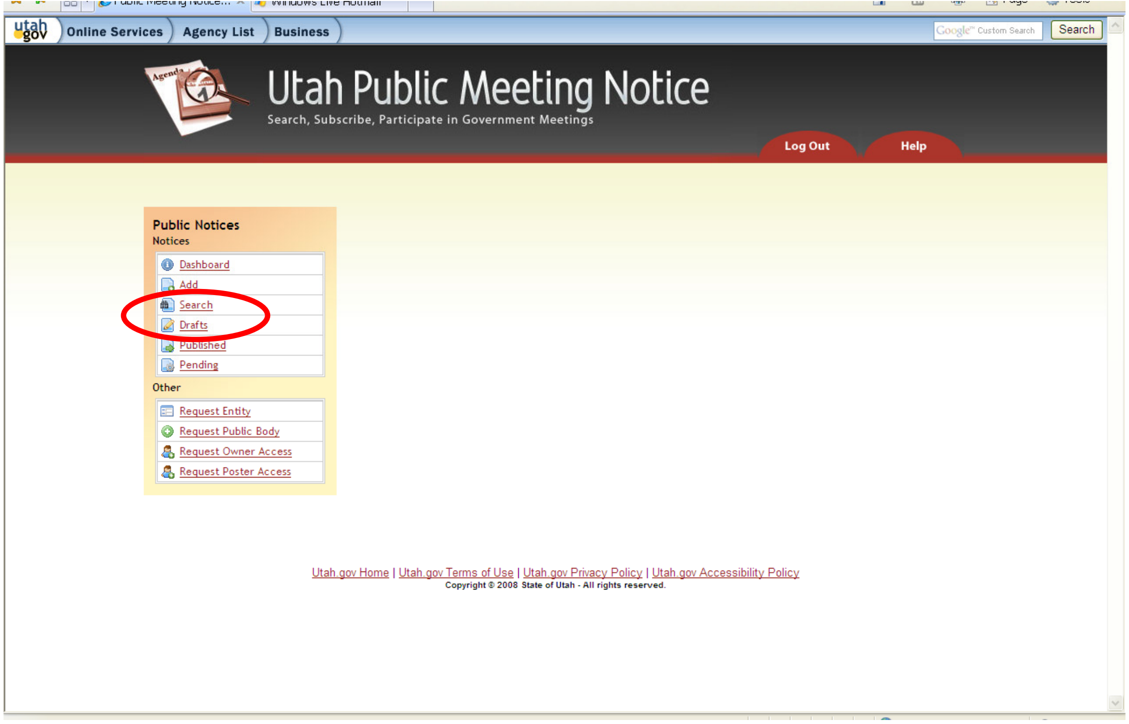
Search Results

Meeting	Location	Date	Status	Options
State Records Committee , State Records Committee	,	05/23/08, 9:49 AM	DRAFT	✎

3. You can then make changes to your draft. After you have made changes, you can either publish the draft, save it again as a draft, or delete the draft.

Published Notices

1. To view or make changes to a published notice (including canceling a meeting or adding meeting minutes), in the notices section, click “Published”.


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
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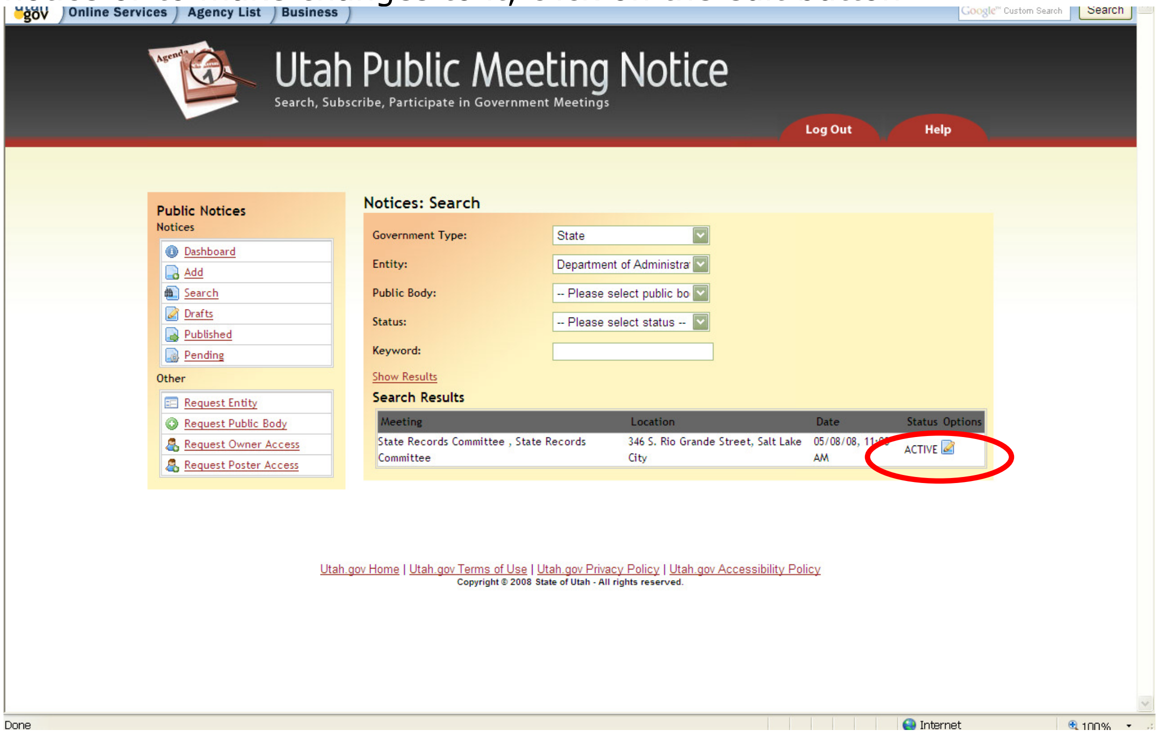
2. All of your published meetings will appear. To view an active notice or to make changes to it, click on the edit button.


Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
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Dashboard
Add
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Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Show Results
Done
Internet
100%

Notices: Search

Government Type: State

Entity: Department of Administra

Public Body: -- Please select public bo

Status: -- Please select status --

Keyword:

Search Results

Meeting	Location	Date	Status	Options
State Records Committee , State Records Committee	346 S. Rio Grande Street, Salt Lake City	05/08/08, 11:00 AM	ACTIVE	

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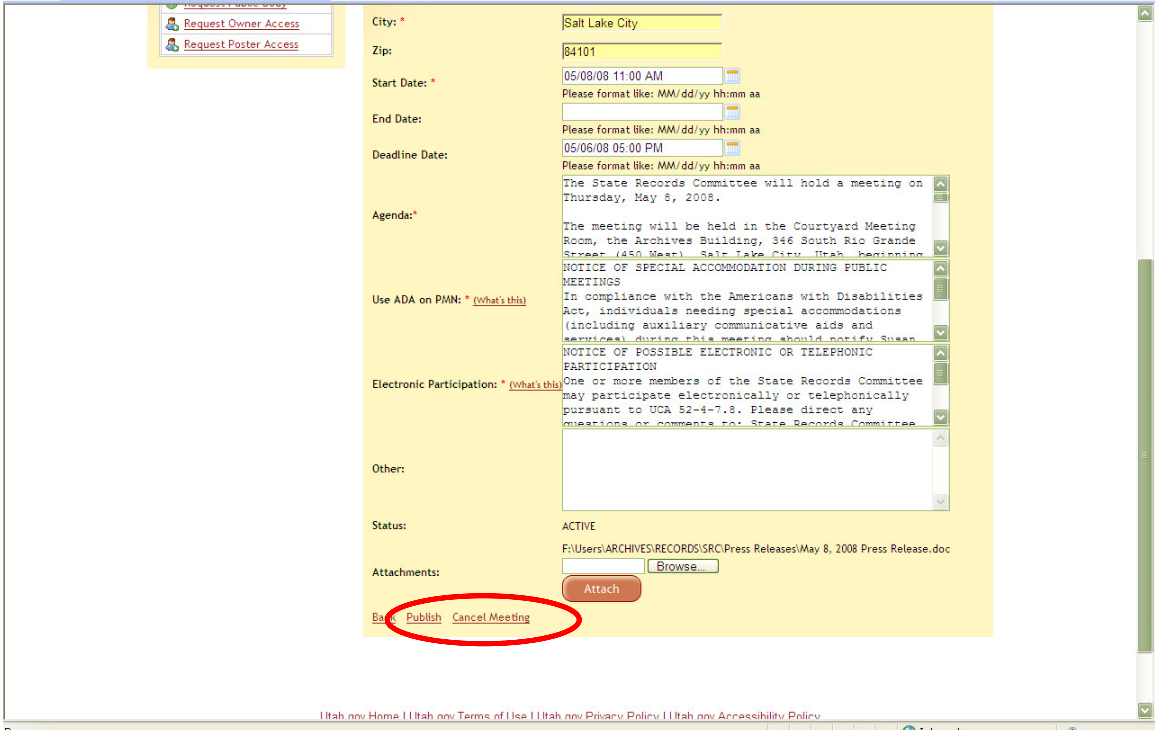
3. You can then make changes to your active notice. To add your minutes to a meeting if you choose, you can either add an attachment, or in the "Other" field, tell people where the minutes can be found. After you have completed making changes to a notice, click "publish" to update your active notice. These changes will occur immediately. If your changes were successfully made, you will receive a notification that says "Your notice was created successfully." If you wish to cancel the meeting, click on "Cancel Meeting" at the bottom of the page. Your meeting will then be canceled immediately.


Request Owner Access
Request Poster Access
(What's this)
(What's this)
Browse...
Attach
Back
Publish
Cancel Meeting
Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy

City: * Salt Lake City

Zip: 84101

Start Date: * 05/08/08 11:00 AM
Please format like: MM/dd/yy hh:mm aa

End Date:
Please format like: MM/dd/yy hh:mm aa

Deadline Date: 05/06/08 05:00 PM
Please format like: MM/dd/yy hh:mm aa

Agenda:* The State Records Committee will hold a meeting on Thursday, May 8, 2008.

The meeting will be held in the Courtyard Meeting Room, the Archives Building, 346 South Rio Grande

Use ADA on PMN: * NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS
In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and

Electronic Participation: * NOTICE OF POSSIBLE ELECTRONIC OR TELEPHONIC PARTICIPATION
One or more members of the State Records Committee may participate electronically or telephonically pursuant to UCA 52-4-7.8. Please direct any

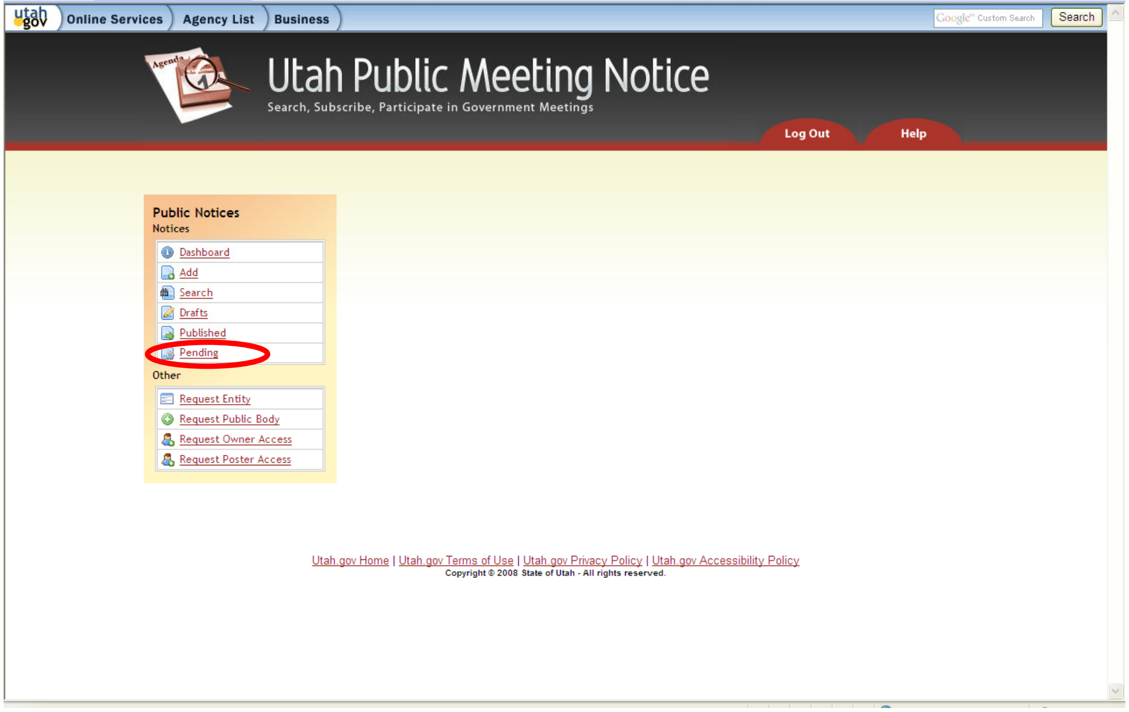
Other:

Status: ACTIVE

Attachments: F:\Users\ARCHIVES\RECORDS\SRC\Press Releases\May 8, 2008 Press Release.doc

Pending Notices

1. To view your pending notices, in the notices section, click "Pending".


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
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Dashboard
Add
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Drafts
Published
Pending
Other
Request Entity
Request Public Body
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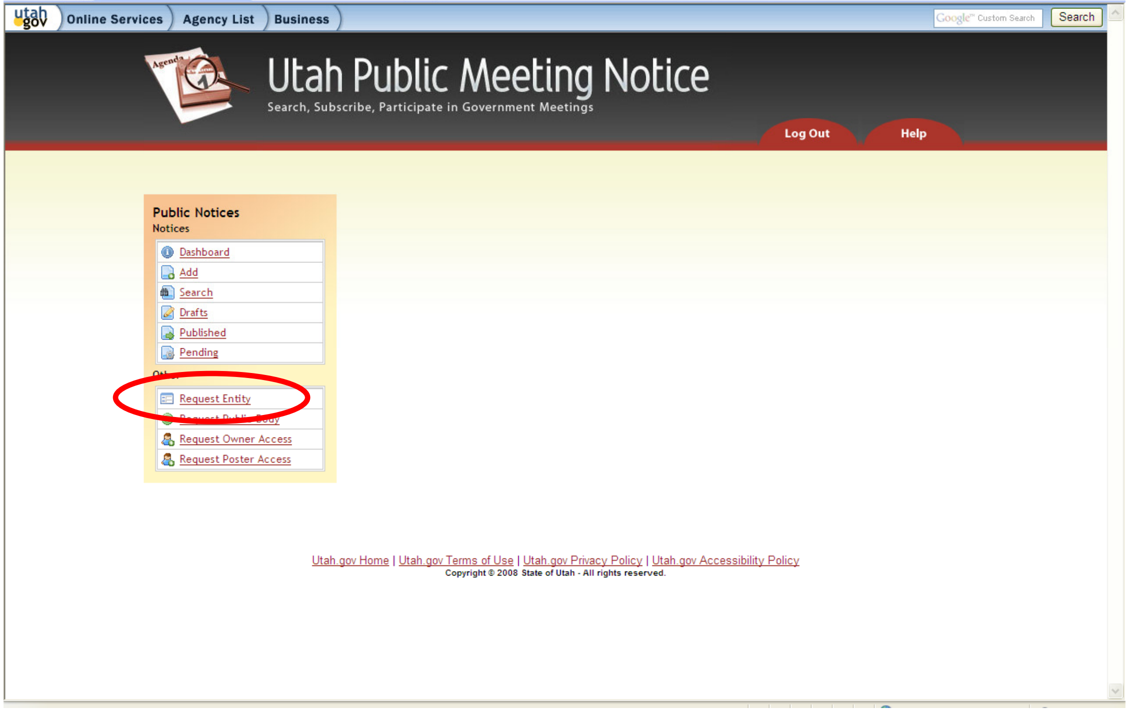
2. If you have pending notices, they will appear. To edit a pending notice, click on the edit button to make changes.

Other

Request Entity

If your entity is not already listed on the UPNW, you will need to request that it be added to the system. Please search the public side of the website first to ensure that it does not already exist.

1. Click “Request Entity”


utah gov
Online Services
Agency List
Business
Google Custom Search
Search
Utah Public Meeting Notice
Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
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Other
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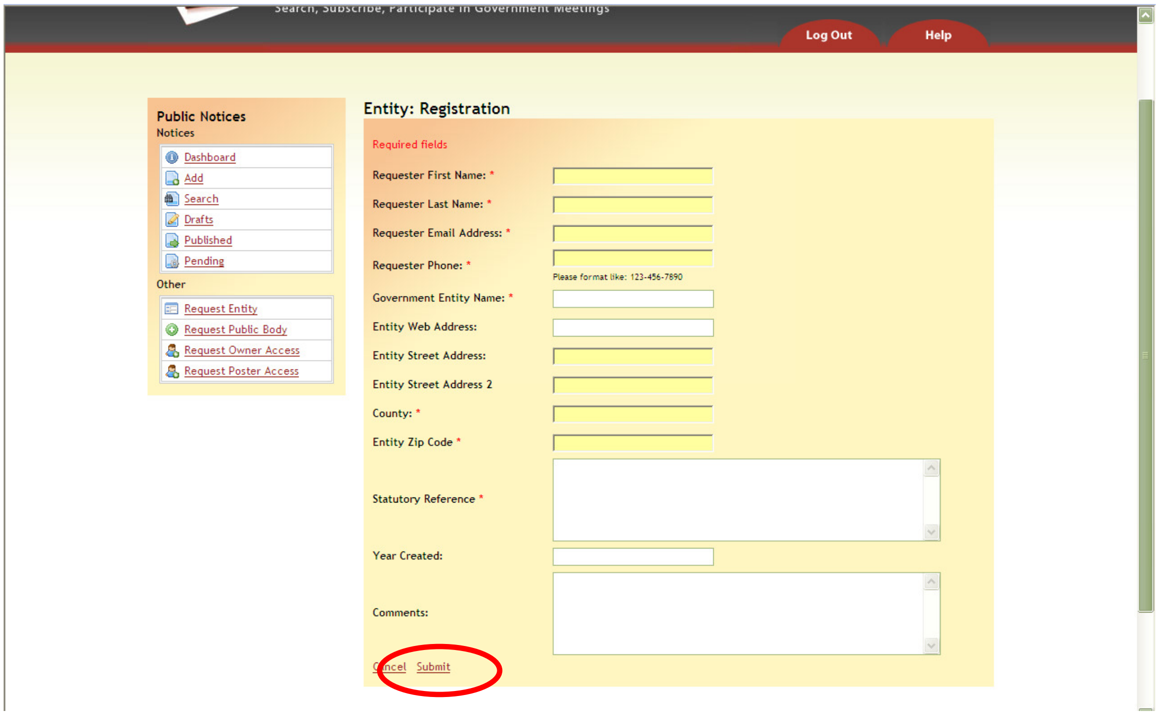
2. Enter the following information:


Search, Subscribe, Participate in Government Meetings
Log Out
Help
Public Notices
Notices
Dashboard
Add
Search
Drafts
Published
Pending
Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Cancel
Submit

Entity: Registration

Required fields

Requester First Name: *

Requester Last Name: *

Requester Email Address: *

Requester Phone: *

Please format like: 123-456-7890

Government Entity Name: *

Entity Web Address:

Entity Street Address:

Entity Street Address 2

County: *

Entity Zip Code *

Statutory Reference *

Year Created:

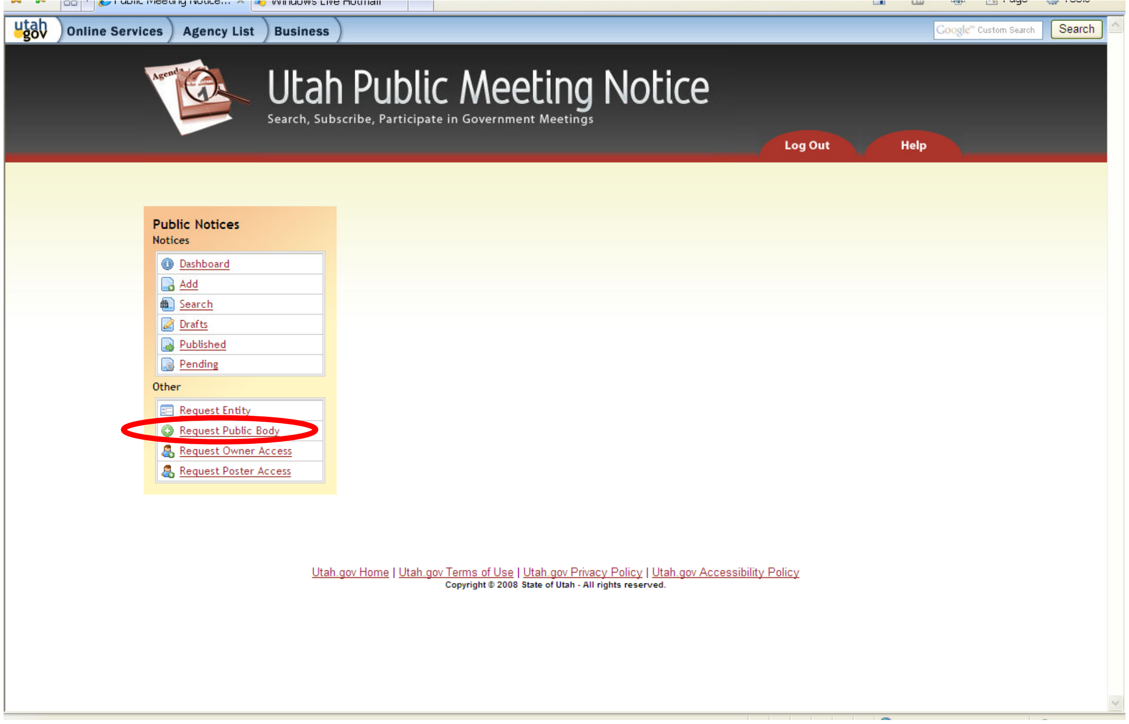
Comments:

   a. Requestor First & Last Name
   b. Requestor Email Address
   c. Requestor Phone #
   d. Entity Name (please use the official name of the entity)
   e. Entity Website address
   f. Entity Street Address, City, County, and Zip Code
   g. Statutory Reference that created the Entity
   h. Year that the Entity was created
   i. Any comments that you have
3. Click "Submit"
4. The Entity request will be sent to the Archives for approval. Please allow 48 hours for processing of the request.

Request Public Body

If a public body for your entity does not already exist, you can submit a request to the owner of the public body for approval. Please be sure that the public body does not already exist in the UPNW. You can browse for public bodies in the system using the "Browse for a meeting" search on the public side (see "Browse for a Meeting" section). If you will have owner access, it is best to just add these later instead of requesting them.

1. Click "Request Public Body"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Google Custom Search
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Utah Public Meeting Notice
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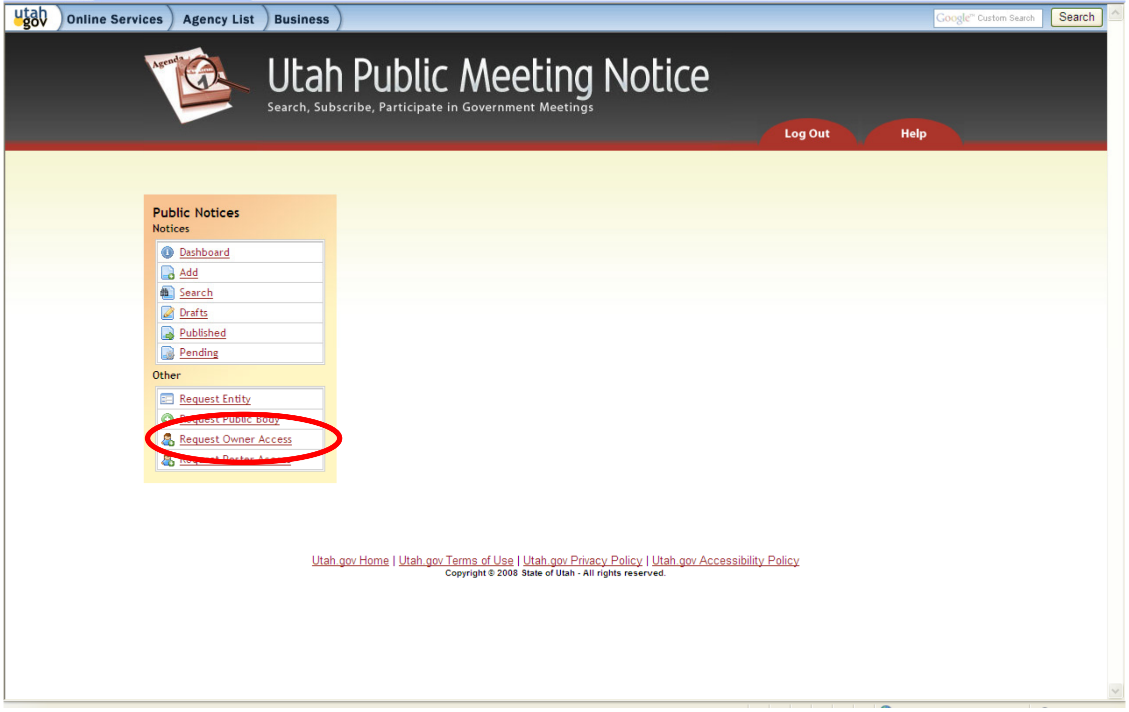
2. Enter in the request information. For information on how to fill in this form, please see the "Adding New Public Bodies" section. When you have completed the form, click "Request". The request will be sent to the owner's pending area for public bodies.

Request Owner Access

If you need owner access you must first request it.

1. "Click Request Owner Access"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Other
Request Entity
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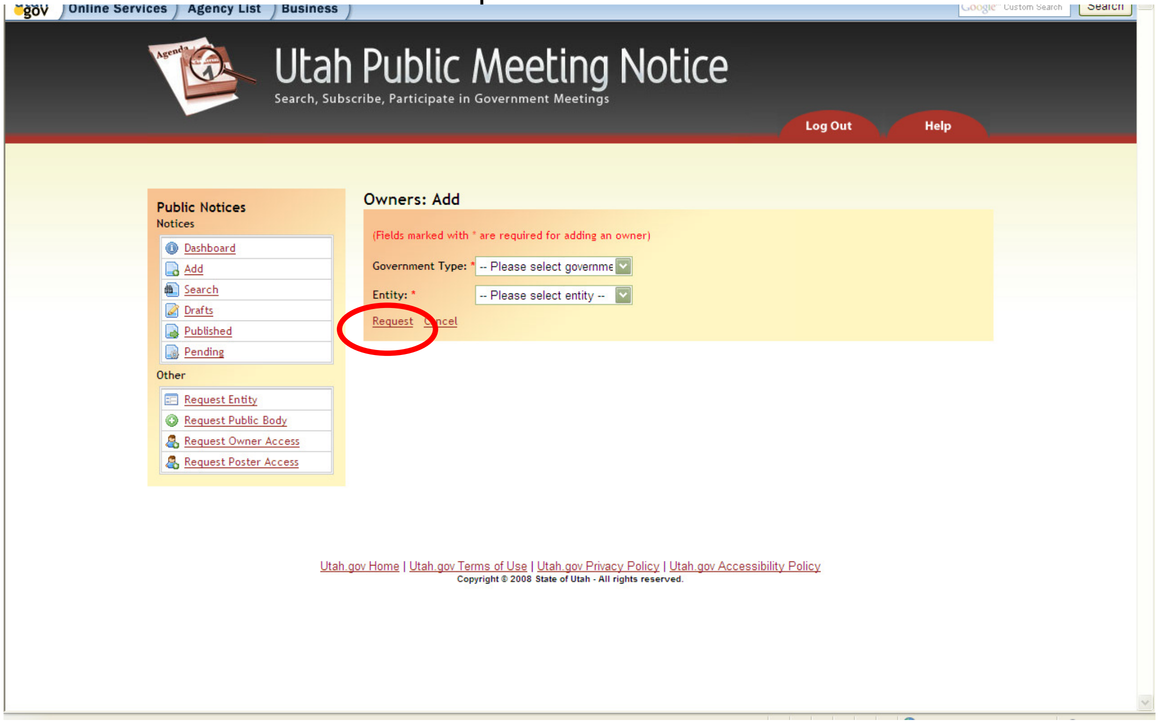
2. Select your government type and entity name from the drop down lists and then click "Request"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Utah Public Meeting Notice
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Other
Request Entity
Request Public Body
Request Owner Access
Request Poster Access
Request
Cancel
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Owners: Add

(Fields marked with * are required for adding an owner)

Government Type: * -- Please select governme

Entity: * -- Please select entity --

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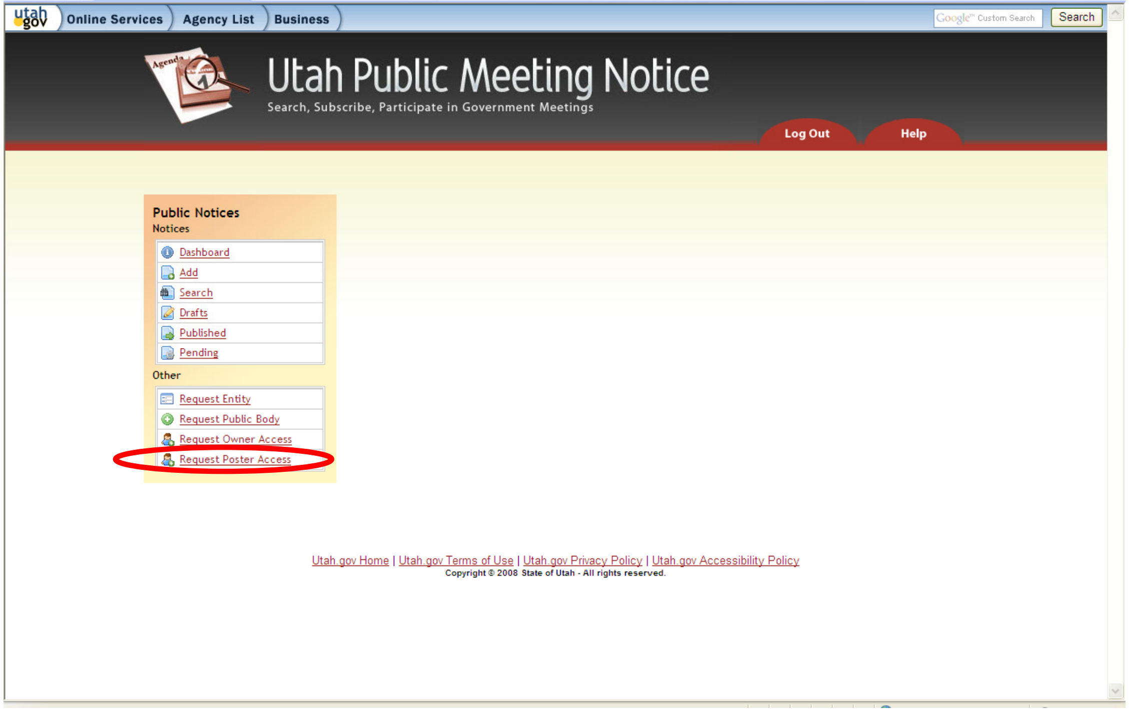
3. The request will be sent to the owner of the entity for approval.

Request Poster Access

1. If you are a poster but need to request access for additional public bodies, click “Request Poster Access” (or the owner can add you as well)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Request Entity
Request Public Body
Request Owner Access
Request Poster Access
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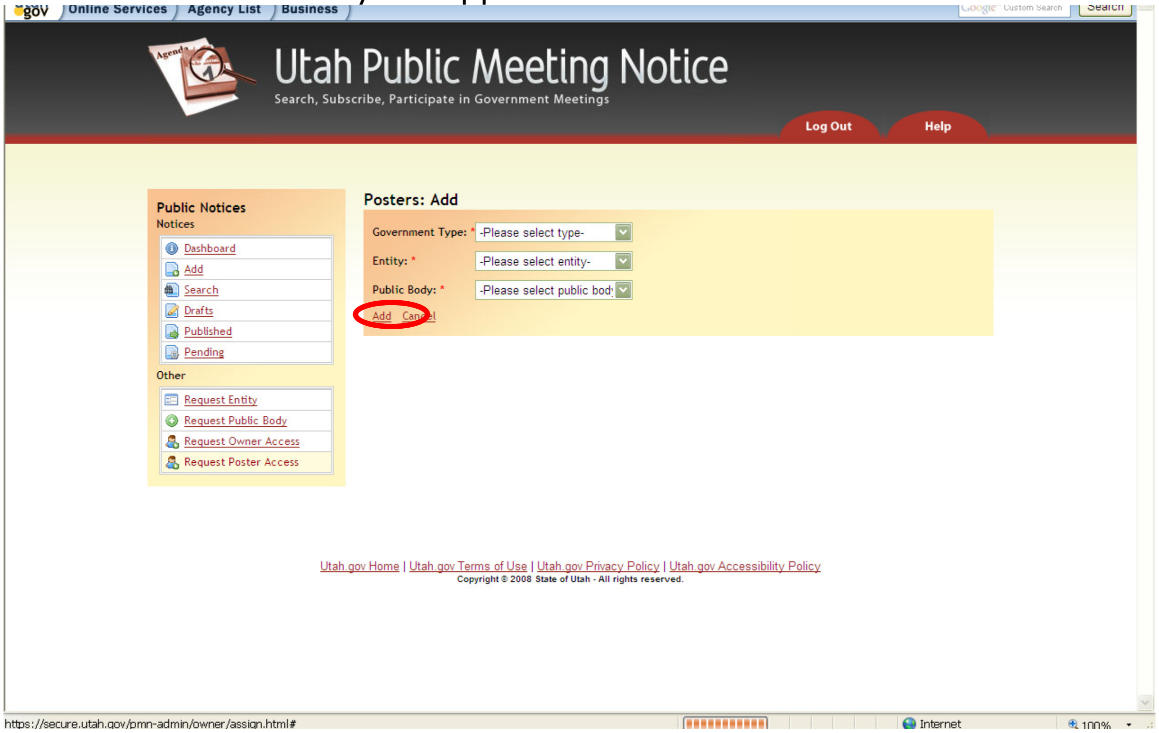
2. Select the government type, entity, and public body from the drop down lists. Then click “Add”. Your request will be sent to the owner of the entity for approval.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Request Public Body
Request Owner Access
Request Poster Access
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https://secure.utah.gov/pmn-admin/owner/assign.html#
Internet
100%

Posters: Add

Government Type: * -Please select type-

Entity: * -Please select entity-

Public Body: * -Please select public bod